

Payment Procedures

To aid you with payment of your child's School Fees (not including re-enrolment, see option 6), please find detailed below the various methods of payment available to you or your company and conditions relevant to these payments. **The preferred payment method is by direct transfer using option 1.**

1. Direct Payment (BACS, Wire Transfer etc.)

A) £ Sterling Only

| | |
|------------------------|--------------------------------|
| Bank Name and Address: | NatWest Bank Plc |
| Account Name: | ACS International Schools Ltd. |
| Account Number: | 34337199 |
| Sort Code: | 60-06-03 |
| Swift Code: | NWBKGB2L |
| IBAN: | GB62 NWBK 6006 0334 3371 99 |

B) U.S. Dollars *Including Domestic & International Wire Transfers*

Payment may be made in U.S. Dollars after obtaining an exchange rate from the School Fees Office.

| | |
|------------------------|--|
| Bank Name and Address: | Citizens Bank - 1 Citizens Drive, Riverside, RI 02940 USA |
| Account Name: | ACS International Schools Ltd. |
| Account Number: | 1300 03 2801 |
| ABA Number: | 011 500 120 |
| Swift Code: | CTZIUS33 |

Please quote the Student Number when making a Direct Payment

2. Monthly Payment Option

This is available using School Fee Plan, an independent provider of school fee finance. If this is of interest, please go to either the School Fees page on our website or via ACS Intranet where you will find a link which will direct you to the School Fee Plan application page. The cut off dates for application are as follows: **1st Semester - 15th July, 2nd Semester - 15th December.**

3. Credit/Debit Card Payment

Please call our School Fees office to make a payment via Credit or Debit Card.



4. Payment by Sterling Cheque drawn on a UK Bank Account

Made payable to 'ACS International Schools Ltd'

5. Payment by U.S. Dollar Cheque drawn on U.S. Bank Account

Payment may be made in U.S. Dollars after obtaining an exchange rate from the School Fees Office.

6. Payment via ParentPay (Re-enrolment Only)

Please pay re-enrolment deposit via ParentPay www.parentpay.com

Please note that any bank charges incurred by payment of your child's school fees will be debited to your child's school fees account and further payment will be required to clear the account.

For any queries, please contact the School Fees Office directly.

School Fees Office, Cobham Campus

Tel: (44) (0) 19320869741

Fax: (44) (0) 1932 869756

Email: schoolfees@acs-schools.com