

# Payment Of Royal Russell School Fees – Boarder Fees

## Termly Fee Invoices

Fee invoices are issued approximately 4 weeks prior to the start of each term and are sent by email\*\*. Payment is due in full before the **first day of term**\*

- UK Payments via Direct Debit scheme (see below)
- International payments via Flywire (see below)

## Flywire (international payments method)

International payments can be made using the online payment system Flywire before the first day of term. Flywire is a secure online payment system that allows you to pay from any country and any bank or via debit or credit card. For security reasons we no longer provide bank details via our website or by email\*\*

To pay by Flywire please follow these instructions:

- Go to the school website
- Click on Admissions on the blue bar across the top of the page
- Click on Fees Per Term 2024-25 on the left hand side menu
- Scroll down to the "Make a Secure Payment" button.
- Ref should be '*Pupil Name – Fees*'.

You will receive an email receipt of successful payment once the payment has gone through. Please keep this as confirmation of payment.

## Direct Debits

If you have a UK bank account and would like to join the direct debit scheme, please complete the Direct Debit form on Page 2 and return the signed form by either post addressed to the Finance Department, Royal Russell School or emailed to Julie Sheppard [jsheppard@royalrussell.co.uk](mailto:jsheppard@royalrussell.co.uk). Please return the completed mandate by **30<sup>th</sup> June** to ensure inclusion on the scheme from 1<sup>st</sup> September.

We operate two Direct Debit collection methods:

### 1) Termly Direct Debits

Total invoice amount collected on the first day of each term

### 2) Monthly Direct Debits (10 Monthly)

Total annual fees are spread equally over 10 months. Direct debits are collected on the first working day of the month (September to June) of the academic year.

All extras incurred, as shown on your termly invoice are collected in full by separate direct debit in the months of September, January and May.

## WisePay (Trip payments only)

WisePay is an online secure payment system for school residential trips. A User ID and password will be sent by letter mid-August with instructions on how to access.

\* We operate a strict non- payment of fees policy. As per our Terms & Conditions non-payment of fees may result in exclusion.

### \*\*Email fraud warning

If you receive an email with details of our bank account requesting payment, please verify the bank details by contacting the finance department using the main school telephone number, not any number quoted in the email or via any supplied links. This is because the email may be from a fraudster, not from us, and the bank details may be false. Criminals have been known to intercept genuine emails and forward them with bank details changed, so however authentic the email looks you must not rely on it.



# Instruction to your bank or building society to pay by Direct Debit

Please fill in the whole form including official use box using a ball point pen and send it to:

RUSSELL SCHOOL TRUST  
 COOMBE LANE  
 CROYDON  
 SURREY  
 CR9 5BX

Service user number

4	2	3	8	7	7
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Name(s) of account holder(s)


Bank/building society account number

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Branch sort code

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Name and full postal address of your bank or building society

To: The Manager	Bank/building society
Address	
Postcode	

For Russell School Trust Official Use Only  
 This is not part of the instruction to your bank or building society.

**PARENT TO COMPLETE ALL SECTIONS BELOW**

Pupil's Name \_\_\_\_\_

Parent's Name \_\_\_\_\_

Please tick your chosen payment option

3 Instalments

10 Instalments

Instruction to your bank or building society  
Please pay Russell School Trust Direct Debits from the account detailed in this Instruction subject to the safeguards assured by the Direct Debit Guarantee. I understand that this Instruction may remain with Russell School Trust and, if so, details will be passed electronically to my bank/building society.

Signature(s)
Date

Reference

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Banks and building societies may not accept Direct Debit Instructions for some types of account

DD11

This guarantee should be detached and retained by the payer.

## The Direct Debit Guarantee



- This Guarantee is offered by all banks and building societies that accept instructions to pay Direct Debits
- If there are any changes to the amount, date or frequency of your Direct Debit Russell School Trust will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request Russell School Trust to collect a payment, confirmation of the amount and date will be given to you at the time of the request.
- If an error is made in the payment of your Direct Debit, by Russell School Trust or your bank or building society, you are entitled to a full and immediate refund of the amount paid from your bank or building society
  - If you receive a refund you are not entitled to, you must pay it back when Russell School Trust asks you to
- You can cancel a Direct Debit at any time by simply contacting your bank or building society. Written confirmation may be required. Please also notify us.