

Oakham School Direct Debit Policy

1. Overview

The Direct Debit scheme provides a structured and convenient method for parents with a UK bank account to pay termly fees. Under this scheme, core fees for each term are collected in four monthly instalments and extras are collected as a single payment via Direct Debit at the start of each term.

2. Direct Debit Collection Schedule

2.1 Core Fees

Core fees payments are collected in four monthly instalments on the 5th of each month, or the next working day if the 5th falls on a weekend or bank holiday.

Winter Term	September, October, November, and December
Spring Term	January, February, March, and April
Summer Term	May, June, July, and August

2.2 Extras

Effective from the Academic Year 2025/26, Extras will no longer need to be paid manually. Instead, Extras will be collected as part of the Direct Debit process, with a single collection on the first Direct Debit date of each term.

Winter Term Extras	Collected on the first direct debit date in September
Spring Term Extras	Collected on the first direct debit date in January
Summer Term Extras	Collected on the first direct debit date in May

2.3 Payment Schedule

A detailed termly payment schedule will be sent with each term's bill (page 3), including dates and amounts of each collection.

Extras and the first core fee collection will appear as two separate transactions on the payment schedule and your bank account/statement.

As per the Direct Debit and BACS regulations, collections will occur on or within three working days of the stated schedule date.

3. Policy on Changes, Cancellations, and Insufficient Funds

3.1 Changes to Direct Debit Details

- Parents must inform the Bursary Office **at least 10 working days in advance** of the next scheduled payment, of any changes to bank details and/or Direct Debit arrangements.



- The school will provide a minimum of 10 working days' notice via email of any changes to the amount or collection date (beyond the three-day window referenced in Section 2.3).

3.2 Cancellation

- Please let us know in writing at least **10 working days in advance** of the next scheduled payment to cancel a Direct Debit.
- Any outstanding balance must be cleared within 10 working days of cancellation (defined as either the date you cancel the Direct Debit or the date we receive written notice of cancellation, whichever is earlier).
- If payment of the full outstanding balance is not received within 10 working days, interest may apply in accordance with the terms of the Parent Contract.

3.3 Insufficient Funds

If a Direct Debit fails due to insufficient funds, the parent will be notified. Within the notification, a new collection date will be scheduled, the collection date will be at least five working days' following the communication from Oakham School.

3.4 Failed Payments

After **two consecutive failed payments**, the school reserves the right to remove the parent from the scheme:

- The parent will be notified in writing of their removal.
- The full outstanding balance of fees becomes immediately due and must be paid in full upon notification.
- Interest may be applied from the date of notification, in accordance with the terms of the Parent Contract.
- Re-enrolment into the scheme will not be permitted **for a 12-month period following notification of removal from the scheme** and is not automatic. Parents must reapply within the enrolment deadlines listed in Section 4.

4. Enrolment Deadlines

To join the Direct Debit scheme, enrolment deadlines are as follows:

- **For the full academic year (starting in September):** by 08 July.
- **For the Spring Term:** by 30 November.
- **For the Summer Term:** by 28 February.

6. Notes

This policy has been written in conjunction with the Direct Debit and BACS guide and rules.



Effective from: 08 August 2025
Next Review: 31 August 2026

Banks and Building Societies may not accept Direct Debit Instructions for some types of accounts. If you are unsure, please contact your Bank or Building Society.

For any questions or further assistance with the Direct Debit scheme, please contact the Bursary Office on +44 (0)1572 758 710 or email us at

pupilaccounts@oakham.rutland.sch.uk.

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 Oakham School will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request Oakham School 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 Oakham School 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 Oakham School 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.



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