

# THE DIOCESAN SCHOOL FOR GIRLS PAYMENT OPTION FORM 2023



In order to assist us with managing our cash flow, it is required that you select one of the following options prior to your daughter being admitted or readmitted to the DSG. We would appreciate it if you complete the following form and return it to the DSG no later than 1 December 2022.

## THE OPTIONS AVAILABLE ARE:

### *Option 1:*

The **annual** fee is to be paid by the end of Term 3 2022 (5 December 2022).  
**Extra charges are to be paid on presentation of monthly accounts.**

### *Option 2:*

The **annual** fee is to be paid by the start of Term 1 2023 (18 January 2023).  
**Extra charges are to be paid on presentation of monthly accounts.**

### *Option 3:*

Each **term's** fees are to be paid by the beginning of the term, as per signed agreement.  
**Any extra charges incurred must be paid on presentation of monthly accounts.**

### *Option 4: (Please refer to the debit order instruction attached)*

**The council policy is that option 4 will automatically apply should you not select the other options**

A monthly debit order is to be arranged for 10 months (Jan – Oct) which will be deducted on the last day of each month. Should an outstanding balance be reflected after the October debit order has been processed, the debit order will continue in November and, if necessary, be extended to December to clear the outstanding account.

**In grade 12 all fees are due by the start of term 3 and the debit order is therefore over 8 months in grade 12 as indicated on the fee schedule**

## METHOD OF PAYMENT IN RESPECT OF OPTIONS 1, 2 AND 3

### 1) **Direct Bank Transfer**

Name: Diocesan School for Girls  
Bank: Standard Bank  
Account number: 08 199 4044  
Branch Code: 050917  
Branch name: Grahamstown

Please quote your **surname and account reference number** on all payments and fax a copy of your payment to **Ms Chesne Williams at 046 6362363 or email c.williams@dsgschool.com**

### 2) **Cash payments**

Cash payments are acceptable provided that they are paid directly to any branch of Standard Bank.  
**The Bursar will not accept any cash payment.**

Kindly complete the attached form and return it to Chesne Williams, Diocesan School for Girls, P. O. Box 194, Grahamstown 6140 or fax to 046 6362363 (email: c.williams@dsgschool.com) by **no later than 1 December 2022.**

Parents are requested to familiarise themselves with the Debtors Policy of the DSG which can be found on our website and a copy has been attached with the fee pack.

# OPTION FORM

TO BE COMPLETED BY ALL PARENTS/GUARDIANS FOR EACH PUPIL



150 | YEARS  
1874 - 2024

**TO: Accounts Department DSG**  
**(046) 603 4351 or 603 4300 | c.williams@dsgschool.com**

Child's name and surname \_\_\_\_\_

Parent/Guardian's full names: \_\_\_\_\_

## CONTACT DETAILS

Phone (Home) Code: \_\_\_\_\_ Number: \_\_\_\_\_

(Work) Code: \_\_\_\_\_ Number: \_\_\_\_\_

E-mail address \_\_\_\_\_

**I wish to elect to pay my daughter's account as follows (Please select the appropriate option):**

- Option 1 (Annually in advance, by 5 December)
- Option 2 (Annually in advance, by 18 January)
- Option 3 (Termly in advance)
- Option 4 (Debit Order: January to October or January to August;  
Should an outstanding balance be reflected after the October debit order is processed I agree that the debit order may be adjusted in November and, if necessary, extended to December to clear the outstanding account.)

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date

**In the event of choosing Option 4, please complete the attached Debit Order Form**

# DEBIT ORDER INSTRUCTION FORM

(OPTION 4)



150 YEARS  
1874 - 2024

1. I hereby agree that the school may debit my account in respect of school fees and other amounts due to the school under the following conditions:
  - 1.1 The debit order will run from the end of January to the end of October (10 months) OR in grade 12 from end of January to the end of August (8 months).  
This debit order instruction must be completed annually. We do, however, reserve the right to renew the debit order automatically each year.
  - 1.2 The deduction will be made on the  
5th      10th      15th      20th      25th      30th  
of each month, commencing in January.
  - 1.3 This authority may be cancelled by giving thirty days' notice in writing.
  - 1.4 If the debit order is rejected, a replacement payment must be made immediately. The school has the right to recover charges incurred as a result of the rejected debit.

**The details of my bank account are as follows:**

Name of account holder (Dr/Mr/Mrs): \_\_\_\_\_

Name of bank/building society: \_\_\_\_\_

Branch name and town: \_\_\_\_\_

Branch code: \_\_\_\_\_

Account number: \_\_\_\_\_

Type of account (please select)      Current      Transmission

2. This debit order, which will be renewed annually, covers the following pupils: (Diocesan School for Girls' pupils only). Please refer to Option 4 on the Fee Schedule.

Name	Grade	Monthly debit order as per Fee Schedule
_____	_____	_____
_____	_____	_____
_____	_____	_____
<b>Total monthly debit</b>		<b>R</b>

\_\_\_\_\_  
Account Holder Signature

\_\_\_\_\_  
Place

\_\_\_\_\_  
Date

**Note: Either a cancelled cheque or letter from the bank (on an original letterhead) must accompany this form for identification purposes.**