



MERCHANT TAYLORS'

School

Dear Parent,

I hope you find the following information useful regarding invoicing and payment of Tuition Fees prior to your son joining Merchant Taylors' School.

Termly Invoices

School invoices will be emailed prior to the beginning of each term. Please contact the Accounts Department if you have not received your invoice at least a week before term starts.

Payment of Fee Accounts

Tuition fees are due by the first day of term. Late payment will attract interest monthly based on the total balance outstanding, including any previous interest already accrued. Interest will continue to accrue until payment is cleared.

The preferred method of payment is by Termly Direct Debit. A copy of the Direct Debit mandate is enclosed for you to complete. If you elect to pay by this method, the fee payment will be deducted on the first day of each term. Please ensure this form is returned to the Accounts Department no later than 7th August 2026. We do, however, offer an option to pay monthly by Direct Debit, over nine months, three per term. Should you require this option, please contact accounts@mtsn.org.uk for the necessary form.

Payment can also be made directly into the school's bank account. The bank details are provided termly, along with your invoice.

We also offer a School Fee Plan for parents who wish to spread the cost of fees and extras over 4 monthly payments each term. The following link will direct you to the appropriate website and application form for this service:

<https://www.myschoolfeeplan.com/merchanttaylors-ha6>

Pupil Personal Accident Insurance

Personal Accident Insurance is included within the Tuition Fee. Further information can be obtained from the Bursar's Office.

Please note that loss/damage to personal belongings is not covered by any School insurance.

General

If you have cause to dispute any item that appears on your bill, contact the Accounts Department on the details below. If necessary, whilst the matter is being resolved, deduct the item under dispute and pay the remaining balance.

Finally, if you experience any difficulty in the payment of an invoice, please contact any member of the Accounts Department as soon as possible. We will do our best to advise and help.

Yours Faithfully,

Mrs V Nair
Head of Finance