DIRECT DEBIT AUTHORISATION

Dear Parents

Direct debit is mandatory in paying tuition fees for all students attending Renaissance College. Enclosed please find a Direct Debit Authorization form and instructions on how to fill in the form. Please note that your child’s school place is only secured if all fees are paid in full.

Fees are due on the first day of each month from September to June each school year, and ESL will direct debit your bank account on the due date of each month. In order to avoid bank charges, please ensure there is sufficient fund in your bank account every month.

Please follow the instructions attached to fill in this direct debit form and write down your child’s name, school attending at the top of the form. Please leave the child account number blank if your child is new to our school.

The completed direct debit form should be sent together with the admission package back to Renaissance College. You will receive a confirmation from us once the direct debit authorization is set up successfully with the bank.

Thank you.
How to fill in the Direct Debit Authorisation Form

- Direct Debit is mandatory.
- One Direct Debit Authorisation form for each student, e.g. if you have three children attending Renaissance College / Discovery College, please fill in three Direct Debit Authorisation forms, one for each child.
- A letter will be sent to parents once we received the confirmation from the bank.
- Should there be any correction on the form, please cross it out and sign beside it. Do not overwrite or use correction fluid.
- Please fill the form in ENGLISH and in BLOCK letters.

1. Bank name and branch
2. Bank No., Branch No. and Account No.,
   - No. shown on AMT card or statement/passbook
3. Name of bank account holder
4. Contact number
5. Suggested limit for each payment
   - $14,000 for Primary
   - $18,000 for Secondary
6. Expiry Date
   - Please DO NOT FILL
7. Address
   - Same address as registered with bank
8. Debtor Name
   - Student name
9. Debtor Reference
   - Student account number
   - For new student, leave it blank
10. Signature
    - Bank signature
**DIRECT DEBIT AUTHORIZATION (Generic Set-up) 直接付款授權書**

**Renaissance College / Discovery College**

**Note**: 请注意在指示处加上数字。

1. 请填写你的姓名和学校。
2. 对于 HSBC 客户，我们请您在收到本授权书后的 4 个工作日内将授权书交回学校办公室。
3. 您的 Direct Debit 授权书将在 4 个工作日内生效（不包括周六、日及公众假期）。

**Name of Party to be Credited (The Beneficiary) 收款的一方 (受益人)**

<table>
<thead>
<tr>
<th>ESF Educational Services Ltd.</th>
</tr>
</thead>
<tbody>
<tr>
<td>My/Our Bank Name and Branch 本人 (等) 銀行及分行的名稱</td>
</tr>
<tr>
<td>Bank No.                      銀行號碼</td>
</tr>
<tr>
<td>Branch No.                    分行號碼</td>
</tr>
<tr>
<td>My/Our Account No.            本人 (等) 賬戶號碼</td>
</tr>
</tbody>
</table>

**Maximum Limit for 總額支付限制**

- Each Payment 每次 |
- Each Month 每月 |
- HK$14,000 |
- HK$18,000

**Expiry Date (day/month/year) 截止日期 (日/月/年)**

- If blank, this authorization shall have effect until further notice and Expiry Date should be greater than 3 months. 留空此欄，此授權書將延續到另行通知為止，截止日期必須較現時日期多於 3 個月。

**Debtor Name (in Block Letters) 付款人名稱 (鉅形大寫)**

- 请填写付款人的全名。

**Debtor Reference (Compulsory Field) (Reference between yourself and the party to be credited 負責人與收款人之間的編號)**

- 请填写付款人与收款人之间的唯一编号。

**Declaration (For HSBC Customer Only) 僅適用於 HSBC 顧客**

1. I/we hereby authorize my/our above named Bank to effect transfers from my/our account to that of the above named Beneficiary in accordance with such instructions as my/our Bank may receive from the Beneficiary and/or its banker and/or its banker's correspondent from time to time provided always that the amount of any one such transfer shall not exceed the limit indicated above. 本人 (等) 同意銀行及分行及该公司及分公司的分理處根據銀行的指示，由銀行及分行支付到收款人 (等) 賬戶。

2. I/we agree that my/our Bank shall not be obliged to ascertain whether or not notice of any such transfer or reversal notice has been given to me/us. 本人 (等) 同意銀行在沒有收到付款人 (等) 及分行的指示的情況下，沒有通知我們義務。

3. I/we jointly and severally accept full responsibility for any overdraft (or increase in existing overdraft) on my/our account which may arise as a result of any such transfer(s). 本人 (等) 同意銀行及分行對該筆欠條承擔全部責任。

4. I/we agree that should there be any such transfer(s) in which my/our account to meet any transfer hereby authorized, my/our Bank shall be entitled, in its discretion, to effect such transfers in which the Bank may make the usual charge and that it may cancel this authorisation at any time on one week's written notice. 本人 (等) 同意銀行及分行對該筆欠條承擔全部責任。

5. This direct debit authorization shall have effect until further notice or until the expiry date written above (whichever shall first occur). I/we agree that if no transaction is performed on my/our account under such authorization for a continuous period of 30 months, my/our Bank reserves the right to cancel the direct debit arrangement without prior notice to me/us, even though the authorization has not expired and there is no expiry date for the authorization. 如果 30 個月內沒有交易於銀行戶口，銀行有權取消此帳戶。若在 30 個月內沒有交易於銀行戶口，銀行有權取消此帳戶。若在 30 個月內沒有交易於銀行戶口，銀行有權取消此帳戶。若在 30 個月內沒有交易於銀行戶口，銀行有權取消此帳戶。若在 30 個月內沒有交易於銀行戶口，銀行有權取消此帳戶。若在 30 個月內沒有交易於銀行戶口，銀行有權取消此帳戶。若在 30 個月內沒有交易於銀行戶口，銀行有權取消此帳戶。若在 30 個月內沒有交易於銀行戶口，銀行有權取消此帳戶。若在 30 個月內沒有交易於銀行戶口，銀行有權取消此帳戶。若在 30 個月內沒有交易於銀行戶口，銀行有權取消此帳戶。若在 30 個月內沒有交易於銀行戶口，銀行有權取消此帳戶。若在 30 個月內沒有交易於銀行戶口，銀行有權取消此帳戶。若在 30 個月內沒有交易於銀行戶口，銀行有權取消此帳戶。若在 30 個月內沒有交易於銀行戶口，銀行有權取消此帳戶。若在 30 個月內沒有交易於銀行戶口，銀行有權取消此帳戶。若在 30 個月內沒有交易於銀行戶可，銀行有權取消此帳戶。若在 30 個月內沒有交易於銀行戶可，銀行有權取消此帳戶。若在 30 個月內沒有交易於銀行戶可，銀行有權取消此帳戶。若在 30 個月內沒有交易於銀行戶可，銀行有權取消此帳戶。若在 30 個月內沒有交易於銀行戶可，銀行有權取消此帳戶。若在 30 個月內沒有交易於銀行戶可，銀行有權取消此帳戶。若在 30 個月內沒有交易於銀行戶可，銀行有權取消此帳戶。若在 30 個月內沒有交易於銀行戶可，銀行有權取消此帳戶。若在 30 個月內沒有交易於銀行戶可，銀行有權取消此帳戶。若在 30 個月內沒有交易於銀行戶可，銀行有權取消此帳戶。若在 30 個月內沒有交易於銀行戶可，銀行有權取消此帳戶。若在 30 個月內沒有交易於銀行戶可，銀行有權取消此帳戶。若在 30 個月內沒有交易於銀行戶可，銀行有權取消此帳戶。若在 30 個月內沒有交易於銀行戶可，銀行有權取消此帳戶。若在 30 個月內沒有交易於銀行戶可，銀行有權取消此帳

6. I/we agree that any notice of cancellation or variation of this authorization which I/we may give to my/our Bank shall be given at least two working days prior to the date on which such cancellation/variation is to take effect. 本人 (等) 同意 (等) 提出取消本授权書的任何通知，於取消/變更生效前至少兩個工作日之前交予 (等) 銀行。

**For Bank Use Only 銀行專用**

- Remarks 註釋 |
- Branch Chop 分行印章

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**Monthly Limit for Primary: HK$14,000 and Secondary: HK$18,000**

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AC-100037-004641-1
Information For Parents – Fees

School Fees

The annual fees for Renaissance College for the academic year 2015/16 are as follows:

- **Primary students (Year 1 to 6)**: HK$98,900 paid over 10 months
- **Secondary students (Year 7 to 11)**: HK$132,400 paid over 10 months
- **Secondary students (Year 12 to 13)**: HK$133,900 paid over 10 months

Deposit

New students are required to pay a non-refundable and non-transferable deposit when a place in college is accepted. The amount of the deposit is equivalent to two months of the prevailing amount of school fees. (Primary School: HK$19,780, Secondary School Year 7 to 11: HK$26,480, Year 12 to 13: HK$26,780) The first half of the deposit will be used to offset against the first month’s school fees while the remaining half will be credited against the fees for the last month of enrolment, subject to a two month advance notice of withdrawal in writing.

Non-refundable building levy

New students are required to pay a one-off non-refundable building levy* (NBL) when a place in college is accepted. The rates of NBL are enclosed for your reference.

Advance payment

School places for the next academic year have to be reserved through making an advance payment of September’s fees as a surety. This enables us to anticipate enrolment numbers accurately for the next academic year so as to offer any unfilled places to the children on our waiting lists as early as possible.

Advance fees are usually due in July. Details about advance fees payment and reserving school place for the next academic year will be released to parents via email in early May.

Payments of tuition fees

Fees are due on the first day of each month. Please note that parents are held responsible for payment of school fees regardless the fees are actually paid by their employers or by any other third parties.

Direct debit is mandatory in paying school fees for all students attending Renaissance College. We recommend the “Limit for Each Month” to be set at HK$14,000 for primary and HK$18,000 for secondary.

Statement of account and receipts are not sent to parents as fees are paid by monthly direct debit. However, payment receipts can be issued upon request. Please contact Billing Section at billing@esfcentre.edu.hk if receipt is required.
Please note that if fee payments are overdue, students may be excluded from school. Once excluded, students will not be permitted to re-enrol to any ESF Schools / PIS unless all outstanding fees have been fully repaid. All the fees, levies, deposits and charges in relation to student admission are applicable to the students re-applying or returning ESF schools / PIS after exclusion. Furthermore, there is no guarantee that an excluded student will be returned to his or her former class.

Fees remain payable if a student goes on leave during term time. **Year 12 and 13 students, who may not attend normal classes during April, May and June, are still required to pay the full annual fee.**

If a student leaves or is admitted part way through the school year, attendance on any day in a particular month renders school fees payable for the entire month.

**Please ensure that the College and/or ESF Centre are notified promptly of any change of address, telephone numbers or designated bank account for direct debit.**

**Financial Assistance Scheme**

There is a Financial Assistance Scheme available for families who experience financial hardship due to a sudden and unexpected change in circumstances. Financial assistance is not normally granted in the first year of admission. Information and application forms for the scheme are available from ESF Centre. Supporting documents on details for personal income and the circumstances from which the hardship arose will be required for all applications.

**Student withdrawal**

If your child is going to withdraw from the College, please complete the official “Student Withdrawal Notice” and submit the notice to school admission office at least two calendar months before the last attendance date. In any event if your child will be leaving school at the end of the school year, withdrawal notice must be received **by 30 April**. Otherwise your deposit on account will be forfeited.

The Student Withdrawal Notice can be downloaded from the school’s web-site or available at school office.

**Enquiries**

If you have any queries about fees, deposits or levies, please contact our billing hotline at:

Tel: 3762 2422 or

Email: billing@esfcentre.edu.hk

Please quote your child’s student account number, which is shown on all receipts.

This summary will be updated from time to time to reflect the current ESF School Fees Policy.
Non-refundable Building Levy for Year 2015-2016

*The standard rate of Non-refundable Building Levy (NBL) applicable to students of Renaissance College is outlined below:

The NBL of Renaissance College is a one-time payment to be made at the time of entry into the College. The below rates apply to all new students entering the College from August 2015.

<table>
<thead>
<tr>
<th>Year Group</th>
<th>Non-refundable Building Levy Standard Rate (HK$)</th>
<th>Two-month Deposit (non refundable) (HK$) 2015/16</th>
<th>Total Payment (HK$)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>50,000</td>
<td>19,780</td>
<td>69,780</td>
</tr>
<tr>
<td>2</td>
<td>45,800</td>
<td>19,780</td>
<td>65,580</td>
</tr>
<tr>
<td>3</td>
<td>41,700</td>
<td>19,780</td>
<td>61,480</td>
</tr>
<tr>
<td>4</td>
<td>37,500</td>
<td>19,780</td>
<td>57,280</td>
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<tr>
<td>5</td>
<td>33,300</td>
<td>19,780</td>
<td>53,080</td>
</tr>
<tr>
<td>6</td>
<td>29,200</td>
<td>19,780</td>
<td>48,980</td>
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<tr>
<td>7</td>
<td>25,000</td>
<td>26,480</td>
<td>51,480</td>
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<tr>
<td>8</td>
<td>20,800</td>
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<td>47,280</td>
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<td>9</td>
<td>16,700</td>
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<tr>
<td>10</td>
<td>12,500</td>
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<tr>
<td>11</td>
<td>8,300</td>
<td>26,480</td>
<td>34,780</td>
</tr>
<tr>
<td>12</td>
<td>4,200</td>
<td>26,780</td>
<td>30,980</td>
</tr>
<tr>
<td>13</td>
<td>0</td>
<td>26,780</td>
<td>26,780</td>
</tr>
</tbody>
</table>