

For further information

**HTC**

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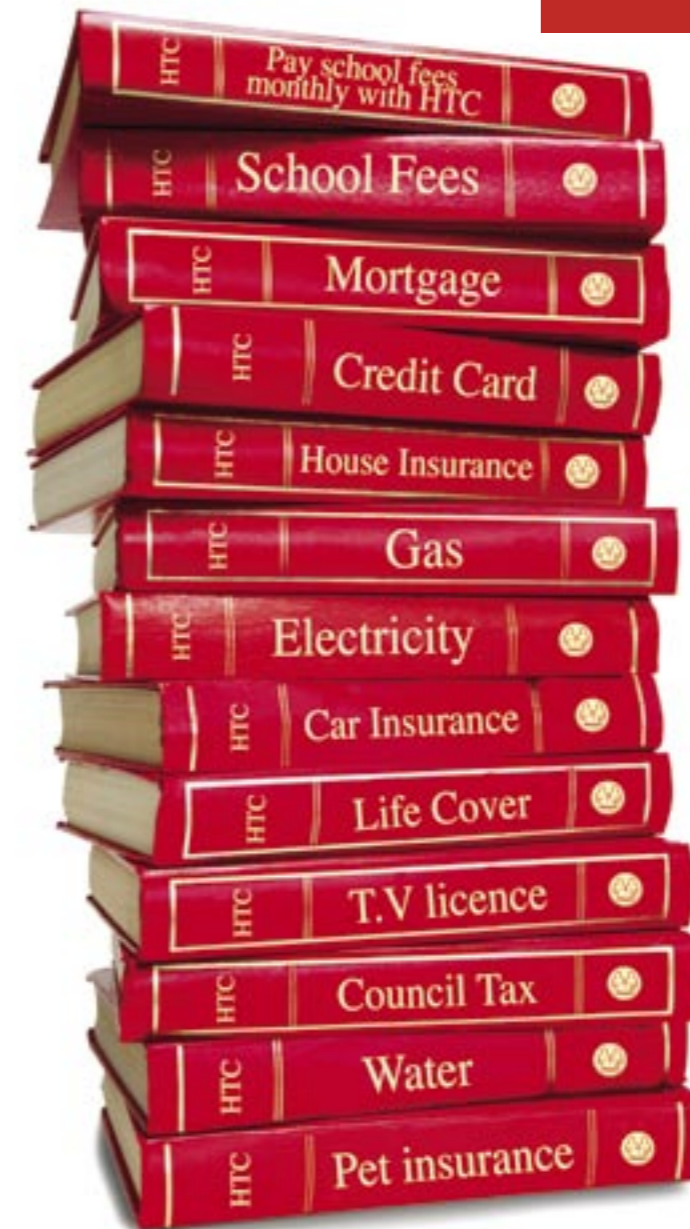
Web: [www.htcschoolfees.co.uk](http://www.htcschoolfees.co.uk)



School fees made easy

# FeeMaster Scheme

Details and  
Registration Form



## HTC FeeMaster Scheme



This facility is operated by Holmwoods Termtime Collections ("HTC"), a partnership between HSBC Insurance Brokers Limited and Premium Credit Limited. HTC was established in 1996 and is the market leader in its field with over 650 registered independent schools.

### The Concept

At HTC we believe that more and more schools will decide to collect their fees by direct debit on a monthly basis. This will tie in with today's payment methods for other regular outgoings and will make school fee payment more manageable for parents.

We also believe that as the school fee commitment is similar to that of buying a house, parents will want schools to market their fees in a way which acknowledges their sacrifice and not only allows them to pay monthly but expects them to pay monthly.

This can only happen if the school adjusts its budget for the adverse cashflow impact of monthly receipt.

### The Scheme

HTC's business is based on parents borrowing the termly fee so that they can pay monthly but the school can receive the full term's fee, less the negotiated service charge, on the due date or early in the term (depending on the scheme chosen). FeeMaster works on the following basis:

- The school adopts monthly collection by direct debit as the main way in which the parents can pay their fees.
- The school can choose to make a once and for all adjustment to its fee by adding or incorporating a negotiated service charge; which will be determined by pupil numbers, termly fees and the collection and payment dates.
- The parents pay their fees through HTC by monthly direct debit. There is absolutely no additional cost to the parent. Payments from parents are collected over ten months of the year with a two month break between the end of one annual payment cycle and the beginning of the next.
- Included in the service provided by HTC is a debt share scheme which the school can take advantage of, with no extra cost.

### What does this really mean?

- The work of fee collection substantially falls on HTC whose administration is tried and tested and saves staff time, which can be invested elsewhere within the school.
- By incorporating HTC's service charge into the school fee, the school can permit monthly payment without affecting its own cash flow.
- The parent who usually pays fees out of monthly earned income can use that income for payment rather than find capital lump sums.
- The school does not need to set up its own direct debit arrangements with its bank and can avoid those costs. In addition, the school can reduce existing bank charges.
- No costs or worries with CCA regulation and the constantly changing compliance requirements as HTC takes care of all this.
- HTC's debt share scheme is available to ensure successful collection with a maximum exposure of 50% to the school for any bad debt, should HTC fail in its recovery arrangements.
- All legal costs are HTC's responsibility.

We at HTC believe this concept is the way forward for independent schools.

We would be delighted to talk to you further if interested and plan with you how the scheme should be introduced. Each school's requirements will be taken into account and incorporated into the finally agreed arrangement.

A meeting would establish the best solution to meet the needs of your school.

# HTC - School Fees Made Easy

## FeeMaster Registration Form

We wish to offer HTC FeeMaster to our parents and would therefore like to register with you.

It is agreed that HTC will advance fees in respect of parents that have signed loan agreements, less a rate agreed separately in writing.

It is understood that in the unlikely event of a default by a fee payer, which is not subsequently rectified, HTC will notify us in

writing promptly. We then undertake to refund to HTC the proportion of the advance made to us, which may be offset against any monies due or belonging to us, whether by retention or otherwise.

We enclose a copy of the school's most recently audited accounts and note that these will require approval by HTC, before the fee collection service can commence.

Signed:	<input type="text"/>	Date:	<input type="text"/>
Please print your name:	<input type="text"/>	Job Title:	<input type="text"/>
Name of School/College:	<input type="text"/>		
Address:	<input type="text"/>		
	<input type="text"/>	Postcode:	<input type="text"/>
Telephone:	<input type="text"/>	Fax No:	<input type="text"/>
Email:	<input type="text"/>	Website:	<input type="text"/>

### Bank Details

Sort Code	<input type="text"/>	Account No.	<input type="text"/>
Name of Account	<input type="text"/>		
Intended first term of operation:	<input type="text"/>	20	<input type="text"/>

Please let us know your Charity Number for obtaining future copies of accounts:

School Association:	GSA / ISBA / HMC / IAPS / ISA / SHMIS / None	(Please circle as appropriate)
No. of pupils in school:	<input type="text"/>	Average fees per annum: £ <input type="text"/>
Scheme chosen:	<input type="text"/>	Rate: <input type="text"/>

**When completed, please detach form, fold and seal and return to HTC using the pre-paid postage provided.**

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[www.htcschoolfees.co.uk](http://www.htcschoolfees.co.uk)

Office use only: Scheme Code

<input type="text"/>	<input type="text"/>	<input type="text"/>
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