



Payment Options Form 2018/19 School Year

Apart from the initial payment, the School accepts any of the following three payment methods for the remaining tuition fees. Please complete and return the payment Options Form along with the other documents and payment.

1. AUTOPAY (Recommended)

To streamline the administration process, the school strongly advises parents to pay the monthly tuition fees by Direct Debit. Please complete the enclosed Direct Debit Authorisation Form and return to the Admissions Office. Kindly refer to the enclosed 'Guideline to Complete Direct Debit Authorisation Form'.

2. BANK TRANSFER

You may opt to pay the monthly tuition fees by bank transfer into our HSBC account – details are listed below. Please email the remittance slip, deposit slip or transaction reference to office@smallworld.edu.hk once the transaction is successfully completed.

Bank Code and Account Number: 004-808-063994-001

Account Name: Small World Christian Kindergarten

3. PAY BY TERMLY INSTALMENTS (3 MONTHS)

You may opt to pay the tuition fees in THREE termly instalments. These instalments are payable on the first business day of September, December and March of each school year.

These instalments can either be settled by bank transfer (see Option 2) or crossed cheque payable to "Small World Christian Kindergarten". Please mail the cheque to our School Office or deliver it in person.

Please print student's full name, class and your contact number on the back of the cheque. A single cheque may be issued for more than one student provided names are printed clearly on the back.

PLEASE NOTE: Once payment option is selected, it will be set as the default payment option throughout the years your child is enrolled at Small World Christian Kindergarten. In the case of any necessary change to the preferred payment option, please submit a new Payment Options Form to the office.

Payment Options Form

Student's Full Name: _____

I/We acknowledge and understand the tuition fees payment options and schedule.

I/We choose to pay tuition fees by: (Please check as appropriate)

- Monthly instalments; via (please select one)
 - Autopay; please complete Direct Debit Authorisation Form.
 - Bank Transfer; please email remittance/deposit slip or transaction reference.

OR

- Termly Instalments; via crossed cheque.
 - Crossed cheque payable to "Small World Christian Kindergarten" on the first business day of September, December and March of each school year.
 - Bank Transfer; please email remittance/deposit slip or transaction reference.

Signed: _____
Father's signature

Mother's signature

Father's name

Mother's name

Date: _____