

### how to pay

You should arrange that we receive the money, in pounds sterling, not later than **ONE WEEK BEFORE** the start of your course.

We suggest the following methods of payment:

1. **By credit card.** We can accept Visa, Mastercard and JCB cards. Please note, there will be a 3% surcharge for all payments by credit card.
2. **By bank transfer** direct from your bank to our bank.

Our bank: NatWest Bank, Cornmarket Street, Oxford OX1 3ES  
Sort code: 54-21-23  
Account number: 08314179  
Swift code: NWBKGB2L  
IBAN Number: GB64NWBK54212308314179

**Make sure that your name is on the transfer paper, so that we know who has sent the money.**  
Please see Note 1 below.

3. **By a sterling cheque** ("bank draft") sent direct to us by your bank.
4. **By Travelex.** If you choose this option we'll send you the details for your country.
5. If you have a bank account in Britain, **by your personal cheque** payable to "The Eckersley School of English".
6. If you have a bank account in Britain, you can pay **by debit card**. Please note, there will be a 3% surcharge for all payments by debit card.

#### **Please Note:**

1. The student, or the agent, is responsible for paying the bank charges involved in transferring the money. When you fill in the transfer document, please make sure that you are paying all bank charges, including charges made by the British bank. If deductions are made for bank charges, the student will be asked to pay these.
2. If your payment is made in another currency, for example, Euros, YEN, etc, please ensure that we receive the full payment in UK Pounds Sterling. The student will be asked to pay any outstanding amounts if we do not receive the full payment.
3. Please do not send a personal cheque drawn on a bank in your country. There is usually a long delay before we receive the money in sterling, and there are high bank charges.
4. Before you make your registration you must read the Terms and Conditions of the school.