

# PANGBOURNE

— Independent, co-educational day and boarding school, ages 11-18 —

Michaelmas Term 2025/26

Dear Parents and Guardians,

In preparation for your child joining the College, we have compiled some information about fees and the optional insurances that can be found on our website.

## Direct Debit Form

In line with our terms and conditions, parents and guardians of all pupils joining Pangbourne College should settle their fees by means of a termly direct debit. Fully detailed bills will be issued prior to the direct debit being collected and there will be ample time for any necessary clarification. Fees will be payable on the first day of term and the direct debit collection date will be indicated on the bill.

Should the collection of funds fail for any reason, an administration charge of £25 may be made. The College will also apply the standard late payment charge of 1.5% per month for any funds that are outstanding beyond the due date. For clarification of our payment terms, please see section 4 of our Terms and Conditions document. A link to the document [here](#).

Please complete the **direct debit mandate** which can be found on the Pupil Insurance Scheme page [here](#) and return to the Bursary **asap**. If you do not have a UK bank account then please email [billing@pangbourne.com](mailto:billing@pangbourne.com) to confirm in writing that fees will be paid by bank transfer to the account detailed below on or before the first day of term:

**NatWest Bank Plc**

**Sort Code: 54-21-28**

**Account Number: 05918693**

**IBAN: GB67 NWBK 542128 05918693**

**BIC/Swift Code: NWBKGB2L**

**Bank Reference: Pupil name**

## Monthly Fee Payments

The ability to pay monthly, by direct debit via our third party credit supplier is popular with our parents. The facility to pay over 12 months with 0% **interest** will be available from the Michaelmas term 2025/26. A link to the **School Fee Plan\*** website can be found [here](#). If you would like further information, please see their website as directed.

## College Shop Purchases

Pupils have the ability to buy items of uniform, stationery and some personal hygiene products from the school shop. A default limit of **£100 per term** will be applied to all pupils, and if a pupil tries to exceed this, the shop staff will be in touch with parents/guardians to obtain approval. If you would like the limit to be reduced or increased, please contact [shop@pangbourne.com](mailto:shop@pangbourne.com) to confirm a different limit.

## AXA PPP Healthcare Scheme

We offer parents the opportunity to enrol their child into a pupil private healthcare scheme. The scheme handbook can be found [here](#), which provides full details, terms and conditions and instructions on how to apply. If you choose to join the scheme, the termly charge (£158 for 2025/26) will be added to your billing account. Please note: **the scheme will not take effect until the premium has been paid**. The deadline for joining the scheme is **30<sup>th</sup> September 2025** for the Michaelmas term, 24 January 2026 for Lent term and 4 May 2026 for the Summer term. Applications are processed directly by the insurer.

## Pupils' Absence Insurance Scheme (formerly Fees Refund Scheme)

We also offer the option to join an absence insurance scheme, which will refund you fees that you have paid if your child is unable to attend lessons for certain reasons. Full details of the scheme can be found on the Pupil Insurance Scheme page [here](#). If you would like to join the scheme, please complete the [application form](#), and return it to the Bursary by **Thursday 31st July 2025** for inclusion on the Michaelmas term bill, either by post to the Bursary or scanned and emailed to [billing@pangbourne.com](mailto:billing@pangbourne.com). The termly charge (0.73% of the termly fee) will be added to your billing account. Please note: **the scheme will not take effect until the premium has been paid**.

## Pupils' Personal Effects Insurance

We are able to offer the option to join a reasonably priced personal effects insurance scheme which is proving popular with our existing parents. This insurance covers loss or damage to pupils' personal property. Information about the scheme can be found on the Pupil Insurance Scheme page [here](#).

Should you have any queries of any of the above, or about fees in general, please do not hesitate to contact us at [billing@pangbourne.com](mailto:billing@pangbourne.com)

Yours sincerely,  
Rebecca Parker  
Billing Administrator  
Bursary Team

*\*Pangbourne College is an appointed representative of Premium Credit Limited which is authorised and regulated by the Financial Conduct Authority. School Fee Plan is a trading style of Premium Credit Limited.*