



## SCHOOL FEE POLICY


### Availability

This policy is made available to parents, staff and pupils in the following ways: via the School website, within the Parent Policies Folder in the reception area, and on request a copy may be obtained from the School Office.

### Monitoring and Review:

- This policy will be subject to continuous monitoring, refinement and audit by the Headteacher.
- The Proprietor undertakes a formal review of this policy for the purpose of monitoring and of the efficiency with which the related duties have been discharged, by no later than two years from the date shown below, or earlier if significant changes to the systems and arrangements take place, or if legislation, regulatory requirements or best practice guidelines so require.

Date: March 2022 (pending ratification)

	
Kaz James Interim Headteacher	Pastor Brooks Chair of Governors

Please note that school fees are calculated on an annual basis but billed termly in three equal amounts.

### NON-REFUNDABLE REGISTRATION FEE

A non-refundable registration fee of £80 (£100 for overseas students), in respect of each pupil, is payable on application for enrolment and before an offer is made.

### ACCEPTANCE DEPOSIT

- On acceptance of a conditional offer, a deposit of £600 (UK students only) is payable and will be refunded in the final term of schooling provided all fees have been fully paid.
- For overseas students, a deposit of £1,200 must be received before any support for a student visa is undertaken. This is also refundable as above.
- Library/Locker/Textbook Deposit** - This deposit is £100 and will be refunded provided that all library books, locker keys and textbooks are returned. Textbooks remain the property of the school and a fee equivalent to the cost of the book will be charged if the textbook is lost or defaced.

### WITHDRAWAL/CHANGE OF STATUS

**A TERM'S NOTICE IN WRITING TO THE HEADTEACHER is required if you wish to withdraw your child from the School or a term's fee will be payable in lieu of notice. A full term's notice is also required when parents are considering changing status from boarding to day school. WHERE A TERM'S NOTICE IS NOT GIVEN, DEPOSITS WILL NOT BE REFUNDED.** Fees are not refunded for absence due to ill health or any other reason.

### PAYMENT DUE DATES

Fees are payable termly in advance on or before registration day or via a payment plan.

**Registration Day** will be held within the first week before the start of each term. Attendance is compulsory for those paying fees in advance by cash, cheque or card and for those paying via a payment plan if given notice to attend. **Pupils will not be admitted until payment is received.**

### Non-Payment of Fees

- a) We reserve the right to refuse to allow your child to attend School, sit examinations and/or to withhold any references or transcripts while fees remain unpaid.
- b) Parents/guardians will be notified in writing of late payment and will be given 7 days to bring their account up to date to avoid exclusion. Where a second exclusion letter is issued, this will be immediate and final.
- c) For payments made by standing order, we reserve the right to charge an admin fee of £8 each month that payment is missed. For advance payments not paid by the due date, we reserve the right to charge an admin fee of 1% for each month that payment remains outstanding.
- d) The school reserves the right to charge an administration fee of £25 for chasing late/missed payments and to add the cost of legal and/or debt collector's fees to the outstanding balance.

### TRIPS/ LUNCHES (SECONDARY SCHOOL ONLY)

Lunches (apart from boarders'), music lessons and trips are not included in the school fees.

### FINANCIAL CLEARANCE

- a) Each person signing the Contract for Payment of School Fees form is liable for the whole of the fees due and any supplemental charges that arise during the course of the student's schooling.
- b) The school also reserves the right to carry out a credit check.
- c) The offer of a place and subsequent acceptance **is conditional** until financial clearance is given by the Finance Department.

**Declaration:** I have read and understood the school fee policy and agree to the terms thereof.

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

---

**PLEASE SIGN AND RETURN TO FINANCE**