

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: October 2023

Jeanetta Liburd

Pastor Brooks

Headteacher

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

- a) 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.
- b) 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.
- c) **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

Stage 1 – Polite reminder Letter

The parent is advised to pay the proportion of fees due or to contact the school explaining, with supporting evidence, why they have failed to pay the monies due.

Stage 2 – Strong reminder letter and warning that sanctions may be applied in 7 days

The parent is advised to pay or submit reasons in writing, with supporting evidence, to the Headteacher explaining why they have failed to pay the monies due. If full payment of due amount is not received at this stage, some or all of the following sanctions may be applied

A second exclusion letter is issued, this will be immediate and final.

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.

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.

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. This includes withholding GCSE examination results.

Stage 3 – Debtor's Panel chaired by the Headteacher

The debtor's panel consists of the Headteacher, Bursar and the parent. The following will be considered when deciding the outcome of the case has the parent paid anything towards their tuition fee what is the parent's past payment history have they presented a viable payment plan as part of their written submission are there any extenuating circumstances have they produced evidence of a clear intention to pay their debt how likely is it that the parent will make a payment.

The panel may approve some or all of the sanctions mentioned above being put in place. It may also recommend that registration be terminated. If this is the outcome, then written assessments/examinations already at/submitted will be put forward for marking, but results will be withheld and any assessments due to be sat/submitted will not be permitted.

On termination of registration the student is no longer a student of Stanborough.

The parent will be informed of this outcome.

Stage 4 – Appeal of Debtor Panel Decision

An appeal must be made by the parent within 7 working days of the letter informing them of the panel outcome. This process will then be put on hold until the outcome of the appeal is known.

Stage 5 – Referral to Debt Collection Agency

If the student does not appeal the outcome of the panel, then the case is passed to a Debt Collection Agency.

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