

## 5.4 – Fees



### Rationale

The purpose of this document is to outline the setting and collection of school fees. As directed by the terms of its establishment, the school is a non-profit making organisation but charges tuition fees to fund its operations.

### Fees

The Board reviews the level of fees in light of the projected school roll, financial commitments and school developments planned for the following academic year. The Board notifies the parent body of fees for the subsequent academic year by the end of term two.

#### Application fee

A fee of LE200 is paid on application to cover documentation and administration.

#### Assessment Fee - £100

The following service is provided by the school:

1. An entrance assessment at the school and feedback to parents on applicant's performance
2. Allocation of a place at the school if entrance assessment is satisfactory and a place is available
3. Placement on a wait list, if the appropriate year group is full.

#### Registration Fees - £2,000

The Registration fee is paid at the time of registration and is subject to annual review by the Board. The Registration fee is non-refundable and is paid on commencement of tuition.

#### Tuition fees

Fees are paid in advance and are non-negotiable.

All pupils are billed annually 4 weeks prior to the end of the previous academic year. The deadline for payment is 30 June each year. A discount is offered to those who pay the annual fee on time. Those who do not pay the annual fee are then issued statements: instalments are expected as follows:

FS1 – Yr9 : 3 instalments; one in each term

Yr10-13 : 2 instalments: in terms 1 and term 2.

#### *Half term fees*

Pupils commencing after the half term point each term will pay ½ terms fees until the end of that term, then full term fees thereafter.

### Sibling Discount

Sibling discounts, which apply to currently enrolled children who share at least one parent, will apply to the fee in force at the time of payment.

- Second sibling 10%
- Third and subsequent siblings – 15% each

The sibling discount does not apply to Yr12/13 students who are taking less than 3 subjects.

### Refund of Tuition Fees

Subject to the circumstances of the case, a refund of tuition fees paid may be made provided fees have been paid by the due date and an application for the refund is received by the school, in writing at least 10 working days before the date of departure and within one month after departure.

Whole or half terms only are refundable and calculated from the next half term start date; the school does not refund on the basis of weeks. Year 11-13 students do not receive refunds for term 3 departures. Refunds are made by cheque or bank transfer (any bank charges incurred will be met by the parent).

The school does not hold places for students: should parents wish to withdraw their student for any length of time, the student will be considered a leaver and relevant tuition fees refunded. On return, the student will have to pay relevant fees, should a place be available.

Students returning within 1 calendar year will not need to pay Registration again; students returning within 2 years will pay half Registration. After 3 years, full Registration is due.

### **Supporting documents**

- Fee schedule
- Annual letter to parents

### **Related policies**

- 5.1 Budgeting
- 5.5 Charging