



FEES POLICY

PREPARATORY DEPARTMENT

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May 2017
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Review: As required

1. FEES

- (a) In this policy, "Fees" include the following charges as applicable: school tuition fees, educational visits, musical instrument hire, music tuition and examination fees, school meal charges, after school club fees, charges for optional after school activities, school trips, late payment charges and costs relating.
- (b) Fees relating to After School Club – see section 3.
- (c) Fees relating to School Meals - see section 4.
- (d) Fees due in relation to the hire of musical instruments and entries for musical examinations will be invoiced separately by the School – see section 5.
- (e) Participation in some out of school activities incur a charge which is payable directly to the external organisers (eg Speech and Drama, Music tuition, Galaxy Coaching, Tennis etc).
- (f) No pupil will be permitted to take part in an optional extra activity within the preparatory or secondary department of the School if Fees are not fully up-to-date at the time of booking and at the time when the activity takes place (eg date of travel for school trip). The Board of Governors defines Fees in this instance to be all fees payable by parents/guardians across both secondary and preparatory departments including senior school capital fees, preparatory tuition fees and all fees as defined at 1(a).
- (g) If Fees are not fully up to date, the pupil's place will be forfeited and monies already paid will be forfeited in line with any late withdrawal from that activity to cover costs incurred by the School.

2. SCHOOL TUITION FEES

- (a) School tuition fees are charged on a termly basis and are due in advance for each term. School fees should be paid by direct debit. A statement of Fees is issued annually in June informing parents/guardians of the payment schedule for the following academic year. A direct debit form will be issued with this initial statement. Please contact the Accounts Office for replacement Direct Debit forms if required. Otherwise tuition fees will be payable upon receipt of invoice.
- (b) The School's budget is organised on a termly basis and it is not possible to reduce the amount of fees due, nor to obtain a refund of fees by withdrawing a child part-way through the term or joining part-way through the term.

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3. EXTRAS: AFTER SCHOOL CLUB FEES

- (a) Parents/Guardians of children who have been offered regular places in the After School Club for that academic year will be invoiced, in advance, on a termly basis. Fees are payable upon receipt of invoice.
- (b) There is no reduction for temporary absence.
- (c) Parents/Guardians who avail of the club on an ad-hoc basis will be invoiced in arrears and fees are payable upon receipt of invoice. For those parents/guardians who have selected to pay their After School Club fees by direct debit, payment of After School Club invoices will be included in the next direct debit collection.
- (d) The school accepts Childcare Vouchers and payments through the government tax-free childcare scheme as payment in full or part of After School Club Fees. Please note that such payments may not be used to settle tuition or other optional extra charges
- (e) If a parent/guardian wishes to settle their After School Club account using Childcare Vouchers/Tax-Free Childcare Scheme, please advise the details of the arrangements for settlement in writing to the Accounts Office in advance. Agreement to accept payment of After School Club fees in instalments through the Childcare Voucher/Tax-Free Childcare Scheme is subject to and on such terms as approved by the School and agreed in writing with the parents/guardians. Such arrangements will cease automatically in the event of any payment default for 30 days or more. Upon ceasing, the full amount of Fees then due shall be payable forthwith as a debt and interest will start to accrue as set out in section 8(b).
- (f) Late pick up fees will be levied in the case of late pick-ups. Parents/Guardians are referred to the Late Pick-Up Policy. A child's place at the After School Club is in jeopardy if late pick-ups become a habit (over three late pick-ups in any term).
- (g) One full term's notice in writing is required for withdrawal from the After School Club otherwise fees for one term in lieu of notice will be charged unless the After School Club has been able to fill the vacancy created by the pupil's withdrawal and confirms it has suffered no financial loss.

Example

*Notice received in writing **after** the start of the spring term, to withdraw a pupil from the After School Club at the end of the spring term, would **not** meet the requirement for a term's notice and would therefore incur a fee in lieu of notice.*

- (h) A child's place at the After School Club will be withdrawn if after receipt of the second letter from the school (see Section 8) After School Club fees remain unpaid. The school will also follow its procedures for overdue accounts (section 8) including the levy of interest and associated costs.

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4. EXTRAS: SCHOOL MEAL CHARGES

- (a) Parents/Guardians of children who have ordered school meals will be invoiced on a termly basis for those meals ordered.
- (b) School meal charges are payable upon receipt of invoice. For those parents/guardians who have selected to pay Fees by direct debit, the date of collection of payment by direct debit of school meal invoices will be indicated on the invoice.
- (c) If an invoice for school meals remains unpaid (see 8(a)), the School reserves the right to withdraw the school meals service until the account is settled. The school will also follow its procedures for overdue accounts (section 8) including the levy of interest and associated costs.

5. EXTRAS: HIRE OF MUSICAL INSTRUMENTS AND ENTRIES FOR MUSICAL EXAMINATIONS

- (a) Parents/Guardians of children who have signed an agreement for the hire of musical instruments are bound by the terms of the hire agreement and will be invoiced on a termly basis.
- (b) All music charges (to include musical instrument hire, music tuition costs and musical examination entry costs) are payable upon receipt of invoice. For those parents/guardians who have selected to pay Fees by direct debit, the date of collection of payment by direct debit of music charges will be indicated on the invoice.
- (c) In respect of music charges, the School will also follow its procedures for overdue accounts (section 8) including the levy of interest and associated costs.

6. COLLECTION OF FEES

- (a) Fees are not refundable nor will they be waived for absence caused by:
 - i) Illness, accident or quarantine;
 - ii) Shortening of a term or extension of a vacation or for any other cause;
 - iii) Disciplinary or welfare procedures.
- (b) The School will allocate payments received to the oldest items on any pupil fee account.

7. DEPOSIT ARRANGEMENTS

- (a) Once offered, a place of enrolment in Sullivan Upper School will be held conditionally upon receipt of a signed acceptance form and only guaranteed and secured upon receipt by the School of the full deposit due. For the avoidance of doubt "the deposit" shall be equivalent to one term's Fees which will be offset against the first year's Fees.

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Furthermore:

Any sum paid by way of a deposit will be non-refundable if your child does not take up the place offered by the School once it has been accepted and the deposit will be treated as liquidated damages for all costs, expenses and losses incurred by the School arising out of the withdrawal. Any such withdrawal will only be accepted by the School in writing and must be delivered to the School by letter addressed to the Head of the Preparatory Department or e-mailed to the Head of the Preparatory Department. Confirmation of withdrawal must be acknowledged in writing by the School. The Parents should contact the School if no acknowledgment of the Notice is received from the School within seven days of the date of the Notice.

Notice of withdrawal must be given by:

- both Parents; or
 - one of the Parents with the prior written consent of the other Parent which is also to be provided to the school; and
 - in either case the prior written consent of any other person with Parental Responsibility where appropriate and which is also to be provided to the school.
- (b) The deposit is payable in 1 instalment (by electronic transfer or cheques made payable to Sullivan Upper School), with the due date confirmed by the School at the time of offer.
- (c) If payment of the deposit (as set out at 7(b) above) is not received in full by the due date above any place offered will not be secured and that place will then be offered to the parent/guardians of the next child on the waiting list.

8. LATE PAYMENT AND OVERDUE ACCOUNTS

- (a) Invoices are payable in full upon receipt of invoice and will be considered overdue if they remain unpaid after 30 days of the relevant invoice date.
- (b) A charge comprising interest (calculated at the Court rate of interest, currently 8 per cent per annum) and all associated administrative, legal costs and fees incurred in pursuing the debtor for unpaid Fees will be made for late payment of all amounts unpaid at their due date. The interest charge will accrue on a daily basis from the due date until the date of actual payment of the overdue amount.
- (c) If Fees or any part of the Fees have not been paid in full within 30 days of the relevant invoice date, the School will issue an overdue notice for the unpaid Fees.
- (d) If fees or any part of the Fees have not been paid within 60 days of the relevant invoice date, a reminder letter will be issued by the school. An administration levy of £15 per school letter will be charged as stated at section 8(b). The School will be entitled to prohibit any participation in optional extra activities (section 1(f)).
- (e) If fees or any part of the Fees for the autumn or spring terms have not been paid within 90 days of the relevant invoice date, the School will, after due consideration by the Board of Governors, issue notice for the family to withdraw their child(ren)

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from the School due to non-payment of Fees. Fees will continue to accrue during this notice period.

- (f) Fees or any part of the Fees relating to the summer term must be settled by the end of June. All Fees, including extra charges such as school meals, for the current academic year must be settled by the end of June before a pupil will be allowed to begin a new academic year at the School.
- (g) If fees or any part of the Fees have not been paid within 90 days of the relevant invoice date or by the end of June for summer term Fees, the School will automatically invoke its procedures to recover the debt – either through debt collection agency and/or via its solicitors including requesting Court proceedings to be issued.
- (h) Thereafter the parent/guardian must communicate with the debt collection agency/ the School's solicitor regarding the non-payment of Fees. The parent/guardian will also be liable for any additional legal costs incurred and interest at the Court rate, on any outstanding sum. Such amounts payable shall be added to and become part of the Fees payable by the parent/ guardian upon the date on which they are paid, incurred or charged by or to the School.
- (g) Concession to payment of all or part of the Fees or by instalments OR concession to a lesser sum than invoiced is subject to and on such terms as approved by the Board of Governors and agreed in writing with the parent/guardian. Such arrangements will cease automatically in the event of any default for 30 days or more. On ceasing, the full amount of Fees then due shall be payable forthwith as a debt and interest will start to accrue as stated at section 8(b).
- (h) In the event of a direct debit instalment being returned to the school as unpaid, the school will contact the parent/guardian to advise that the school will process another collection within 14 days. If that collection is unsuccessful, an invoice will be raised for payment of the outstanding amount and payment will be required in line with 8(a).
- (i) The School reserves the right to refuse an application for admission to the School for other siblings whilst Fees or any part of the Fees are overdue for payment.
- (j) Each person with parental responsibility for the child is *jointly and severally* liable for the entirety of the authorised Fees and charges due. This means that either parent/guardian could be liable for the full amount of the default, no matter who was responsible for non-payment.

9. NOTICE REQUIREMENTS AND WITHDRAWAL FROM PREPARATORY DEPARTMENT

- (a) Withdrawal by a parent/guardian. If a parent/guardian wishes to withdraw a child from School, they must give one full term's notice in writing otherwise fees for one term in lieu of notice will be charged.

Notice must be addressed to and received by the Head of the Preparatory Department personally; notice must be acknowledged in writing by the School. It is expected that the Parents will consult with the Head before giving Notice to withdraw

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the Pupil. The Parents should contact the School if no acknowledgment of the Notice is received from the School within seven days of the date of the Notice.

Notice must be given by:

- both Parents; or
- one of the Parents with the prior written consent of the other Parent which is also to be provided to the school; and
- in either case the prior written consent of any other person with Parental Responsibility where appropriate and which is also to be provided to the school.

By Way of Examples:

If Parents/Guardians do not intend for the pupil to return in the Autumn Term of the following academic year, a Full Term's Written Notice is served if the Parents/Guardians give notice before the start of the Summer Term of the current academic year and they would not therefore incur a fee in lieu of notice

Or

Notice received in writing **after** the start of the Spring term, to withdraw a pupil at the end of the Spring term, would **not** meet the requirement for a term's notice and would therefore incur a fee in lieu of notice.

Or

Notice received in writing **before** the start of the Spring term, to withdraw a pupil at the end of the Spring term, would meet the requirement for a term's notice and would **not** therefore incur a fee in lieu of notice

- (b) Any request to waive part of or all of the Fees due in lieu of notice through financial difficulty must be supported by documented evidence which will be considered by the Board of Governors.
- (c) Withdrawal by the School. As detailed at 8(e) and 8(f), if Fees or any part of the Fees have not been paid within 90 days of the relevant invoice date (or by the end of June for Summer term Fees), the School will, after due consideration by the Board of Governors, issue notice for the family to withdraw their child(ren) from the School due to non-payment of school Fees. Fees will continue to accrue during this notice period.

10. REVISION OF CHARGES AND FEES

All Fees will be subject to annual revision by the Board of Governors.