



**Ursuline Preparatory School**  
**Fees Policy**

1. **Items covered:** Fees cover all the costs normally incurred in the usual course of the education by the School of your child. All Extra-Curricular activities such as trips and visits and activities for which you agree in advance that your child may participate, School coach fares, public examination fees, any additional charges incurred by the School in providing for the special educational needs of your child and other items for which you have authorised payment shall be deemed supplemental to items met by the fees and charged as Extras. Other extras such as photographs or other items ordered by the parents or pupils or damage where the pupil alone, or with others, has caused wilful loss or damage to Trust property or the property of any other person (fair wear and tear excluded), a charge for books and other School property when not returned, or the Trust's administration costs incurred or arising from default in fee payment may be separately invoiced at any time and must be paid on demand. Where a pupil has left the School, the School at its discretion may deduct these items from the deposit or invoice such items separately. Please note that activities such as private music lessons are private arrangements and will be billed directly by the tutor and will not appear on the School's fee invoice.
2. **Payment of fees and Extras:** The Board of Trustees will set the schools fees as an annual charge, for convenience this annual fee is collected in three equal instalments prior to the start of each term. Each term's fees accrue separately and the fees payable in respect of each term fall due on the first day of that term and will be included in an invoice sent to those persons who signed the **Acceptance Form** (or such person(s) the School has agreed shall pay the fees under clause 4 below). Fees for each term are due and payable before the commencement of the school term to which they relate. Parents are not to make deductions from any invoice sent from the School for the payment of fees without the agreement of the Bursar. Parents wishing to query a charge on the School invoice are to settle the invoice in full by the due payment date and notify the School of their query. Any adjustments will be applied, if required, as soon as the query is resolved. The School will not accept cash payments in any circumstances.

The School is agent only in respect of any goods and services that are supplied by a third party via the School to pupils or their parents.

3. **Responsibility for payment:** Each person who has signed the **Acceptance Form** is liable for the whole of the fees due and any supplemental charges. The persons who have signed the **Acceptance Form** remain liable to the School for the whole of the fees and supplemental charges due, unless the School has agreed in writing to look exclusively to any other person for payment of the fees or any part of them.

Where two parents have signed the **Acceptance Form**, one of them may withdraw from the contract with the School by submitting a term's notice provided they have obtained the prior written consent of both the School and the remaining parent.

4. **Payment of fees by a third party:** An agreement with a third party (such as an employer, grandparent or step-parent without parental responsibility) to pay the fees or any other sum due to the Trust does not release the parents from any liability under these terms and conditions unless an express release has been given in writing signed by the Bursar. The Trust reserves the right to refuse a payment from a third party. All such payments received are accepted in good faith.
5. **Refund or waiver:** Fees will not be refunded or waived if:
  - a. The pupil is absent through illness; or
  - b. A term is shortened or a vacation extended; or
  - c. The pupil is released home before the normal end of a term; or
  - d. The school is temporarily closed due to adverse weather conditions; or
  - e. For any other reason other than exceptionally and at the sole discretion of the Head in a case of genuine hardship; or
  - f. There is a legal liability under a court order or under the provisions of this agreement to make a refund.

6. **Late payment and exclusion for non-payment:**

Should cleared funds not be received by the first day of term we reserve the right to refuse to allow your child to attend the School or to withhold any references, information or property while fees remain unpaid or there is persistent default in relation to the payment of supplemental charges.

However, under normal circumstances the following procedures shall be adhered to:

- a. After 7 days – first reminder letter will be sent to parents; then
- b. After 14 days – second reminder letter will be sent to parents; then
- c. After 28 days – a letter will be sent to parents giving written notice that unless the fees are settled by the start of the next half term, the school reserves the right to exclude the pupil at that time; and
- d. For those who have a monthly payment arrangement, if two payments are missed, the school reserves the right to exclude the pupil at the start of the next half term (as above).
- e. If the pupil is excluded for a period of 28 days, he/she will be deemed withdrawn without notice and a term's fees in lieu of notice will be payable in accordance with the general terms and conditions.
- f. Subject to the agreement of the Head and Trustees, and at their discretion, the child(ren) may be allowed to return to the school when all outstanding fees are paid. Fees are payable during any exclusion period unless that exclusion is permanent.
- g. A charge of £25 per letter will be made in all circumstances.

This Clause is intended to protect those parents who pay fees on time and to safeguard the School against the consequences of the defaults of others.

7. **Part payment:** any sum tendered that is less than the sum due and owing may be accepted by the school on account only.
8. **Late payment:** The parents shall be liable to pay all costs, fees and charges including legal fees and costs reasonably incurred by the Trust in the recovery of any unpaid fees.
9. **Fees increases:** Fees are reviewed annually and are subject to increase from time to time.
10. **Information about fees:** The parents consent to the Trust or school making enquiries of the pupil's previous schools for confirmation that all sums due and owing to such schools have been paid. The parents also consent to the Trust or the school informing any other school or educational establishment to which the pupil is to be transferred if any fees of the school are unpaid.
11. **Money laundering:** The Trust may need to obtain satisfactory evidence such as sight of a passport of the identity of a person who is paying fees.