

PACES HIGH GREEN SCHOOL

SCHOOL POLICY DOCUMENT PS/PD.29

FEE PAYMENT POLICY

The cost is established prior to admission according to the child's needs and the programme. It also can change if the child moves from one group to another.

The School is responsible for issuing invoices to the parents or the placing Education Authority. If the Local Authority (LA) pays the fee, the full amount for the term should be paid not later than the first week of the new term or as it is stated in a written contract with the placing Authority.

If the child starts mid-term the fee should be received not later than the first day when the child attends the school.

If the parents are paying the tuition fee, it can be paid monthly but the full monthly amount is payable in advance by the first of the month.

A full term's notice is required in writing before the withdrawal of a pupil from school.

In default of such notice, the termly rate will be charged.

Any instalment plan agreed to by the school must be adhered to as regards timing, frequency and method of payment as a condition of instalments being accepted.

Dishonoured cheques will incur a surcharge of £40 per cheque.

Late payment of fees will be liable to a surcharge calculated at 1.5% per month from the first day of term.

Fees unpaid by half term or more than two weeks after the reminder has been issued, whichever is the earlier, may result in the student(s) place being discontinued unless prior written agreement has been secured for postponement of payment.

Fees which continue to remain unpaid will result in appropriate action being undertaken to recover the debt and the costs of recovery.

Fees are normally increased in September, the school will endeavor to give one term's notice of any increase in the fees.