



## **FEES & FINANCE POLICY**

Reviewed by Administration Manager:

Approved by the Headteacher: November 2020

Date: November 2020

Review Date: November 2021

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### **1. Parental commitment to pay the fees**

- Parents will be expected to sign a financial agreement at the time of their admission. This will clearly state the agreed fees.
- Fees will be invoiced each term and are due for payment the start of each term.
- On agreement with the School Admin Manager fees can be paid monthly by standing order over twelve months.

### **2. Failure to pay fees**

- After 30 days non-payment of fees the school will notify the parent and expect payment within ten days.
- After 60 days of non-payment the school will, after a final letter sent and 14 days' notice given, send the debt and any subsequent fees onto our debt collector.
- In some circumstances, with repeated non-payment, we will restrict your child's time at the school or ask you to leave until the debt is paid - see Exclusion Policy.
- If we have to take your non-payment through the courts, you must pay any other fees that the Bristol Steiner School incurs, we also reserve the right to claim interest on the amount.
- If we ask you to leave the school for non-payment of fees, we will still charge the terms notice.
- The School reserves the right to charge interest on Fees, fees in lieu of notice, or additional charges which are overdue. Interest will be charged at the rate of 8% per annum on any debt.
- The school reserves the right to recover any and all costs incurred in collecting overdue/unpaid school fees, this may be, but not limited to, costs incurred via a third party debt collection agency, internal or external Solicitor or the Courts. You will also be liable for any costs incurred in enforcing a court order as well as any insolvency costs if such action is required.

### **3. Fee Increases**

- Each year we review the schools budget and will agree with the Trustees a fair fee increase. We include but are not limited to rising fixed costs, employees pay increases and other major repairs.
- Any increase must be communicated by letter to each family at least six weeks before it comes into effect.
- Fees increases will usually come into practice on the 1st of September each year. We will expect you to change your standing order to reflect this. We reserve the right to review this during the year based on extra ordinary circumstances such as but not limited to government policy changes.

### **4. Bursaries**

- If you fall below a certain income threshold we may be able to offer you a bursary. We do have a limited number of these and we take in account many factors when reaching a final decision. Parents must be open about all their income to enable us to make a fair decision.
- If you are offered a place and your income increases, you must inform the School Business Manager immediately.
- If a parent is awarded a bursary, they must agree to be bound by the same fee paying rules as the full fee paying parents.
- If a parent on a bursary defaults in payment for longer than three months, this reduced fee will be withdrawn and the full fee charged.
- Each parent must re-apply at the end of the school year for a bursary and provide all the supporting documentation requested.

- If a bursary application form is returned after the deadline without good reason, then the school may not be able to offer the place for that year, you will default to full fee.
- Failure to provide all the requested documentation will result in us being unable to offer you a bursary for that year, you will default to full fee
- If parents are separated, yet active in their child’s education at Bristol Steiner School, we will expect parents to both fill in a Bursary Application form. Your portion of the Bursary Application form will be judged on your income. We will not take a form on one parent’s income unless this causes specific detriment to the wellbeing of the child or a remaining parent.
- We cannot back date or reduce fees once your bursary fee has been decided for that year.
- We cannot back date or refund a reduced fee once a bursary is offered.

## 5. Giving notice to leave

- If you wish to take your child from the school then you must give one full term’s notice in writing as follows:

Date Notice given	Leaving Date
Between 1 <sup>st</sup> January and 30 <sup>th</sup> April inclusive	End of Summer Term e.g. July
Between 1 <sup>st</sup> May and 31 <sup>st</sup> August inclusive	End of following Autumn Term e.g. Christmas
Between 1 <sup>st</sup> September and 31 <sup>st</sup> December inclusive	End of Spring Term e.g. Easter

You will be expected to pay the fees during this notice period .

- If you wish to take your child out of the school for a period longer than three months and wish for us to hold your child’s place then you must pay a retainer fee. This will be set at 35% of the full fee. The first three months will be payable at the full fee
- No financial penalty applies when a child is withdrawn in their first 6 weeks (or half term), however written notice is required and a pro-rata contribution is payable up to the date of the notice. Thereafter, a full term’s notice is required as above.

## 6. Problems with paying the fees

- If a parent has a problem paying the fees, at first instance they must speak to the School Admin Manager, who will do her best to assist them.

## 7. When your child leaves school

- We will expect all debts and fees to be fully cleared by the end of the last month in their school year.
- Any debts that are ignored will be subject to the ‘failure to pay fees’ section of this policy.

Related Policies:

Exclusion Policy  
Bursary Policy