



# Elstree School

Including all of the Pre-Prep Department and Early  
Years Foundation Stage

## Fees Policy

### Contents

1. Introduction.....	1
2. The Registration Fee.....	1
3. The Deposit (Guarantee Fee).....	1
Payment of the Deposit.....	1
Refund of the Deposit .....	1
Recording and Accounting.....	1
The Parental Contract.....	2
4. Setting the Fees.....	2
5. The Fee Structure .....	2
6. Communicating the Fees .....	3
7. Scholarships and Bursaries .....	3
8. Termly Issue of Fees to Parents.....	3
9. Fee Payment Requirements.....	3
10. Credit and Credit Payment Systems .....	3
11. 'Fees In Advance' Option.....	4
12. Term's Notice for Pupil Removal .....	4
13. Fee Debtors.....	4
The Late Payment Surcharge.....	5
The Governors' Policy on Fee Debtors .....	5

Person responsible for Policy: Bursar

Date of last revision: June 18

Date to be revised: July 19

Elstree School is a Company Limited by Guarantee No 690450 (England)

## **1. Introduction**

It is the responsibility of the Governors to set the fees for pupils attending Elstree School. It is the responsibility of the Bursar's Department to issue and administer such fees as laid down by the Governing Body. This Policy sets down the Fees Structure, the Fee Payment Requirement, refers to the Bursaries Policy, and the action to be taken in the event that fees for an individual pupil are not paid.

## **2. The Registration Fee**

- On first registration for entry into Elstree School, including the Home Farm pre-prep department, the parents and / or guardians of the pupil will pay the Registration Fee of £100.00 (September 2015). This fee, which is non-refundable, will ensure that the child's name is retained on the register for entry in the year specified.
- The Registrar will collect and record receipt of the Registration Fee. She / he will also keep all completed Registration Forms, sending copies to the Bursary together with the fees received.

## **3. The Deposit (Guarantee Fee)**

The Deposit has two purposes. Firstly, it is required to show the commitment of the parents to send their child to either Elstree or Home Farm, and secondly, it is to offset the potential difficulties in collecting the 'extras' after pupils have left either school. The Deposit is reviewed regularly by the Governing Body, the fee being set at an appropriate level to reflect the current climate.

### **Payment of the Deposit**

- For all pupils a deposit of £750.00 is required to be paid.

### **Refund of the Deposit**

- For pupils at Elstree and Home Farm, the Deposit will be refunded at the conclusion of their time at the school. It will be credited in full against the final invoice despatched after the pupil's final term.
- If a parent chooses not to send their child to Elstree or Home Farm after payment of the Deposit, there will be no refund unless specifically agreed by the Headmaster.

### **Recording and Accounting**

- The Registrar will record receipt of all Deposits, the cheques / cash being passed to the Bursar for accounting and banking action.

- The Bursar's Department is responsible for recording the receipt of Deposit against the appropriate pupil. A balance of the total of the Deposit Fees is to be held and reported in the termly accounts.
- All Deposits are to be paid into the school's bank account specifically ringfenced for deposits – Elstree School App5 Account, 205922, 90516147.
- The Bursar's Department is responsible for ensuring that the Deposits are duly credited to the appropriate accounts when final fee invoices are being prepared for pupils after their final term at either Elstree or Home Farm (if they are not moving up to Elstree).

### **The Parental Contract**

- It is noted that the Parental Contract must be signed by the parents / guardians of the pupil joining Elstree and Home Farm at the same time that the Deposit is paid.

## **4. Setting the Fees**

- For the Lent Term meeting of the Finance and General Purposes (F&GP) Committee, the Bursar will submit a table detailing the current fee structure, possible percentage increases and their effect on the current fees, the resulting differentials and any other comments as appropriate.
- The F&GP sub-committee will make their recommendation to the full Board of Governors at the next meeting of the Governing Body.
- In general, the fees set at the March meeting of the Governors will be effective for the forthcoming academic year from the following 1<sup>st</sup> September until 31<sup>st</sup> August annually, but the Governors do retain the right to alter the fees if so required at other times during the year.

## **5. The Fee Structure**

- The Fee Structure consists of fees for boarding, including flexi boarding, day fees, including a transition fee for children going into year 3, and a day fee for Home Farm. The fees, unless otherwise specified, are always quoted per term. A variable fee is in place for children in Nursery who are not full time. The Fee per session for the Nursery is set at approx.10% of the Full Day Fee at Home Farm.
- The School welcomes pupils from all countries and reserves the right in the situation where a Tier 4 visa is required, to add an additional charge for the processing and administration work associated with the initial visa application and ongoing documentation. The one-off fee for this is £1000 which will be added to the first school invoice.

## **6. Communicating the Fees**

The Chairman of Governors will write to all parents of current pupils, plus parents whose children will be starting at both Home Farm and Elstree in the following academic year, with a notification of the fees that will be in force from the following 1<sup>st</sup> September. The Chairman of Governors will usually be able to give one term's notice of fee increases.

## **7. Scholarships and Bursaries**

Please refer to the Bursaries Policy.

## **8. Termly Issue of Fees to Parents**

It is the responsibility of the Bursar's Department to administer the issue of fee invoices to all parents / guardians or individual nominated. The Fee Invoice is to be sent to parents / individuals shortly after the end of each term.

## **9. Fee Payment Requirements**

- Each fee invoice must be paid in advance in full on or before the first day of term to which the fees relate.
- In some specified cases, parents may be required by the Governors to pay their fee invoices such that the funds have been cleared through the bank prior to the start of the term. If required, the Bursar may be instructed by the Governors to communicate such a requirement to the parents / relevant individual.
- Additionally, the Governors may require the fees for some overseas students to be paid such that the funds are cleared through the bank prior to the start of term.
- The Bursar's department is responsible for accounting for all fees received. The Bursar is required to notify the Governors, at their termly meeting, of any significant fees outstanding at the date of the meeting.
- The Bursar has the Governors' authority to negotiate late or staged payments in exceptional circumstances for a maximum period of one term. The Governors are to be informed at their termly meeting of such arrangements.

## **10. Credit and Credit Payment Systems**

Under the rules of the Charity Commission, the school is not allowed to offer credit facilities to parents in the payment of their fee invoices. However, as stated above, the Bursar has the authority to make exceptional arrangements for a stage payment scheme for a period of one term only.

- The school cannot endorse any particular financial scheme to parents who wish to spread their payments across the year, however parents may wish to contact The Schools Fee Plan who operate such a scheme. (September 2014). A link to this scheme can be found on the school website.

## **11. 'Fees In Advance' Option**

Some parents may wish to pay a lump sum in advance against the fees that will be incurred in later years. This is accepted by the school and a special Fees In Advance Scheme is in place.

- The Bursar is responsible for ascertaining the basic facts including the age and expectations of the child regarding fee levels and day or boarding status.
- The Bursar will prepare the necessary forecast spreadsheet showing a statement of the payment required to cover the relevant number of terms. It is the responsibility of the Bursar to ensure that the necessary documentation is forwarded to the parents concerned.
- If the parent wishes to accept the offer, they must inform the Bursar and forward payment to the school by the date stipulated in the agreement.
- Due credit will be applied to each term's fees, adjustments being made for annual increases in the fees being either higher or lower than that predicted.

## **12. Term's Notice for Pupil Removal**

If a parent wishes to withdraw their child from school (other than at the normal leaving date), or withdraw their child from an activity charged for as an extra, or change their child's place at school from a boarding place to a day place, they shall either:

- Give a term's notice to that effect (in addition please refer to Extras sheet for termination of any Extras) or
- Shall pay to the school a term's fees or a term's charges for the activity in which the child has ceased to participate.
- Shall pay to the school the differential in fees should the child change status to day from boarding without giving the appropriate notice.

## **13. Fee Debtors**

From time to time, some parents may fail to pay the due fees, as detailed in the invoice sent to parents during the intervening holidays, on or before the first day of term to which they relate. The following actions are to be taken:

- A day after the start of the term, the Bursar or assistant will email all parents reminding them of the need to pay their fees. This will be followed up within a week and outstanding fee debtors individually reminded that payment is still awaited. A statement is to be included that the late payment surcharge will be levied with immediate effect.
- After the expiry of the above seven day period, the Bursar will write to all outstanding fee debtors stating the amount of the late payment surcharge which has been added to the bill.
- One month after the start of the term the Bursar may contact a debt collection agency, Redwoods is currently in use, to pursue any outstanding debts with the costs of such action being added to the parent's account.
- The Bursar is to keep the Governors informed with details of all fee debtors at the time of the board meeting.

### **The Late Payment Surcharge**

A Late Payment Surcharge of 2% per month on the outstanding balance is to be levied against late fee payers or fee debtors, backdated to the first day of the term on which the debt has been incurred. The surcharge is to be levied each month or part of a month until the debt is paid in full. The surcharge is detailed as a separate item on the fee invoice.

### **The Governors' Policy on Fee Debtors**

In the case of parents who persistently pay their fees late or in the case of a long term fee debt, the Governors retain the right to refuse the child entry to attend the school until such time as the debt is paid in full. In addition, if parental approval is given in the School / Parental Contract, the Governors have the right to inform any other school or educational establishment to which it is proposed to send the child of any outstanding fees.