



## The Governors of Dollar Academy Trust

***Our fees information pack is sent to our current families and to those with children starting at Dollar Academy this August, either by email or post.***

### **ANNUAL SCHOOL FEES and PAYMENT INFORMATION ~ SESSION 2020/2021**

In response to the Coronavirus pandemic, and the subsequent financial impact on many families, the Governors have agreed that there will be no increase in school fees next session.

Parents and guardians are reminded that fees are annual. To enable families to spread the cost and manage their finances, we sub-divide the total annual fee into instalments for direct debit payers, and terms for all others, but the total annual fee is due and will not be reduced as a result of absence due to illness or otherwise. For example, in the event that your child takes study leave at home before or during public examinations, or stays at home or leaves the Academy following those examinations, no reduction of fees will be made (Parent-Academy Contract clause 3.9).

	<b>TUITION FEES</b>	<b>FULL BOARDING &amp; TUITION FEES</b>	<b>WEEKLY BOARDING &amp; TUITION FEES</b>
<b>PREP</b>	£10,476	£28,890	£27,108
<b>JUNIOR</b>	£12,042	£30,456	£28,674
<b>SENIOR</b>	£14,013	£32,427	£30,645

#### **Other Charges**

- Music Tuition: **£18.50** per lesson
- Dancing Tuition: **£35** per term
- Piping and Drumming Tuition: **£230** per term
- Shooting Tuition: **£58** per term
- CCF: **£75** per session
- School Lunch: **£3.80** for a three-course meal
- Books on Loan: books loaned from departments must be returned as directed by those departments each session, otherwise the full cost of replacement will be charged to fee accounts. There are no exceptions, and late returns will still be charged.

#### **Fee Accounts / Electronic Billing**

We will send out your fee accounts, giving details of all charges for the Autumn, Spring and Summer terms, during August, December and March, respectively. Our preferred method of sending accounts is email. If you are a new parent, or an existing parent who has not already done so, please complete and return the Electronic Billing form, which is included in our fees information pack, with the email address to which fee accounts should be sent.

#### **Guidance on Payment of Fees**

The payment of school fees is contractual (Parent-Academy Contract clauses 3.6 and 3.7) and there are two ways in which you may pay – by Direct Debit, or Termly.

## **Paying by Direct Debit – UK Bank Accounts Only**

We would request that all parents with UK bank accounts pay the school fees by direct debit. For all **new parents**, and **existing parents who have not previously signed up** to the direct debit scheme, please complete the mandate provided in the fees information pack and return it to the Bursar's Office by **10<sup>th</sup> July 2020**.

**For parents with a child or children already attending the Academy, who are currently in the direct debit scheme, no further action is required, as the previously completed mandate continues to operate for any other siblings who may enrol; however, it is essential that you do not cancel the mandate when an older sibling leaves.**

Direct debits will be taken as follows:

- |   |  |
|---|--|
| <input type="checkbox"/> AUTUMN TERM 2020 | 7 <sup>TH</sup> SEPTEMBER; 7 <sup>TH</sup> OCTOBER; 6 <sup>TH</sup> NOVEMBER |
| <input type="checkbox"/> SPRING TERM 2021 | 13 <sup>TH</sup> JANUARY; 8 <sup>TH</sup> FEBRUARY; 8 <sup>TH</sup> MARCH    |
| <input type="checkbox"/> SUMMER TERM 2021 | 9 <sup>TH</sup> APRIL; 7 <sup>TH</sup> MAY; 8 <sup>TH</sup> JUNE             |

Each direct debit payment will constitute one third of the termly tuition/boarding fee. Additional charges [e.g. co-curricular charges or expenditure incurred by boarders etc] will be debited **in full** on the **7<sup>th</sup> of September, 13<sup>th</sup> of January and 9<sup>th</sup> of April**. You should be aware that, depending on the circumstances, should you regularly default on your direct debit payments you may be required to leave the scheme and revert to paying fees in full at the beginning of each term.

If, in the future, you need to stop paying fees by direct debit, we will require at least seven days' notice before the next payment is due to stop the payment being taken.

## **Paying the Fees Each Term**

For overseas families, and UK families who are unable to sign up to the direct debit scheme, the fees for each term must be paid in full, by cheque or by bank transfer, to have cleared on, or before, the first day of the term for which they are due. Unfortunately, we are unable to accept cash or credit card payments.

The full termly fee must be paid and cleared by:

- |   |                         |
|---|-------------------------|
| <input type="checkbox"/> AUTUMN TERM 2020 | 20 <sup>TH</sup> AUGUST |
| <input type="checkbox"/> SPRING TERM 2021 | 5 <sup>TH</sup> JANUARY |
| <input type="checkbox"/> SUMMER TERM 2021 | 14 <sup>TH</sup> APRIL  |

Cheques should be made payable to *Dollar Academy*

Bank/Internet Transfers- our bank details are included in the fees information pack – or please contact the Bursar's Office: 01259 742401 / [scobie-r@dollaracademy.org.uk](mailto:scobie-r@dollaracademy.org.uk)

## **Late Payment and Non-Payment of Fees**

- **Interest charges:** we shall be entitled to charge compound interest at the rate of 2% per calendar month on all late payments [Contract clause 3.7]
- **Pupil Attendance:** we shall be entitled to refuse to allow your child to attend the Academy while fees remain unpaid [Contract clause 3.7]

## **Part-Term Payments**

- For pupils who join the Academy more than one month after the commencement of any term, fees for the remaining part of that term will be calculated on a standard pro rata basis. Details of fees for short term boarding can be obtained from the Bursar, subject to the availability of accommodation.

## **Notice of Withdrawal Requirements**

- **Fees in lieu of notice:** where contractual notice of one full term is not given for a child being withdrawn from the Academy, a full term's fees in lieu of notice shall be charged [Contract clause 2.2 & clause 4]. In the case of a pupil being withdrawn prior to the end of term, for whatever reason, no refund of fees will be made.

## **ParentPay**

- The Academy operates ParentPay, an online payment system for schools, which allows parents and guardians to pay for school lunches, trips and activities online, using their debit or credit card. This is our preferred method for receiving payments for almost everything, **except fees**. Letters containing activation usernames, passwords and set-up instructions will be mailed to all parents/guardians during the summer.

## **Discounted Fees for Parents/Guardians who Qualify**

### **Sibling Fee Remission / Day and Boarding** \*\*

Where more than two siblings of the same family attend the Academy concurrently, tuition fees for the third child (and subsequent children) will be reduced. Where the children concerned are boarders, the reduction will be applied to the tuition element of the fee only. Where siblings are not admitted to the school in chronological order, the remission is applied to the youngest child/children. For new families applying for the first time after 23 November 2016 to enroll their children, the level of remission on the tuition fee will be 25%.

### **Fee Remission for Full Time Serving Members of HM Forces / Day and Boarding** \*\*

The children of HM Forces families are eligible for a 20% reduction on the full boarding and/or tuition fee, as appropriate. Contact should be made with the Bursar's Office to expedite the claim. At least one parent must be a full-time serving member of HM Forces, and documentary evidence of this will be required. Please note that the Reserve Service does not qualify.

### **Fee Remission for the Families of Foreign & Commonwealth Office Staff / Boarding** \*\*

We shall also offer fee remission to the families of Foreign & Commonwealth Office employees whose children take up a boarding place at Dollar. Remission of 20% will be applied to the boarding element only of the fees. As described above, we shall require documentary evidence to support a claim for remission.

*\*\* Please note that only one form of remission may apply at any time.*

## **Sickness Absence and Fee Refunds**

### **Absence from School Refund Scheme**

An *Absence from School Refund Scheme* is available for parents to protect against absence from school through illness. This is charged termly, currently at the rate of 1% of the school fee. Parents should be aware that the Governors will not accede to requests for remission of school fees in cases of illness where parents have not taken advantage of this scheme. The scheme is therefore highly recommended. Fees will not be refunded should the school be closed in response to epidemic/pandemic disease, or other force majeure. Guidance and registration forms are included in the fees information pack and the deadline for return is **10<sup>th</sup> July 2020**.

*The Bursar's office staff will be available throughout the summer and we will be happy to offer advice and assistance. In the first instance, please contact our Finance Administrator, Rachel Scobie: [scobie-r@dollaracademy.org.uk](mailto:scobie-r@dollaracademy.org.uk)*