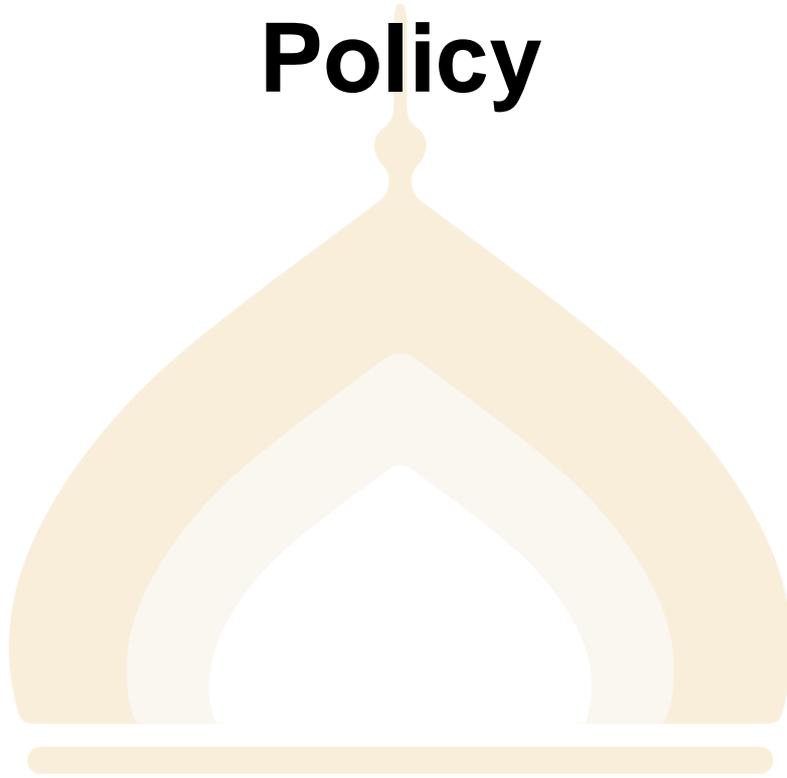




**JAFFARIA**ACADEMY

# **Jaffaria Academy Payment of School Fees Policy**





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## Introduction

- 1.1 The prompt payment of school fees is integral to the sustainability and running of the school
- 1.2 School fees are always due on or before the set due dates and are non-refundable.
- 1.3 Payment schedules are communicated in the welcome pack. These are published online and displayed on the school website in advance for all interested parties to view and note.

## Aims and objectives

- 1.4 The aim of this policy is to ensure a robust, non-discriminatory and fair approach to the method by which we deal with parents/guardians who have not paid their child's school fees on time.
- 1.5 The objective of this policy is to ensure there is consistency in terms of approach and methodology. It is imperative that a standard process exists and that all involved are aware of this.

## Payment of fees

- 1.6 Parents/guardians jointly or separately agree to pay the fees, **as agreed** and published, directly to the school's nominated bank account.
- 1.7 Fees are due and payable as cleared funds before the commencement of the term to which they relate. If an item on the fees invoice is under query, the 'undisputed' balance of that fees invoice must be paid.
- 1.8 **Cash** payments are **not accepted** at the school for the payment of school fees. The accepted method of payment for fees is **bank transfers only**.

## Payment of Fees by a third party

- 1.9 An agreement with a third party to pay the fees or any other sum due to the school does not release the parents from liability if the third party defaults and does not pay the Fees. All terms and conditions will apply unless an express release has been given in writing, signed by a Trustee.



## Early Payment Discount

- 1.10** Fees which are paid in full by June, 2021 will qualify for an early payment discount of 10% on total Fees. Fees which are paid in full by September 01 2021 will qualify for an early payment discount of 5% on total Fees.

This discount does not apply to parents paying through any other scheme or exceptional agreed arrangements.

## Instalment arrangements (Payment Plan)

- 1.11** An agreement by the school to accept payment of fees by instalments is concessionary and will be subject to separate agreement(s) between the parents and the School.
- 1.12** Any agreements (payment plans) will be confirmed in writing and signed by both parties.
- 1.13** Parents/guardians who have a prior agreement to pay by instalments via the bank will be allowed to continue to do so as long as they pay the agreed amount as per the agreed payment schedule.
- 1.14** If parents have entered into a payment plan with the school and more than one payment is missed, then the school reserves the right to request the full amount immediately.
- 1.15** If instalments are missed and/or paid late then Trustees will be notified of the amount owing and details of the missed/late payments. Appropriate action, which may include exclusion, will then be taken.

## Late Payments

- 1.16** A £20 admin fee will be charged if fees are not paid on time. Parents/guardians will be notified by text and/or letter to bring their account up to date within the next 1 week.
- 1.17** If fees still remain unpaid then a further £20 admin fee will be charged, and a second letter/text sent stressing that all arrears within 7 days. A report of all outstanding fees and payments made and/or missing will be passed to the Trustees and possible exclusion may follow.
- 1.18** If a debt rises to an unacceptable level, the school reserves the right, in extreme cases to exclude the student on three days' written notice if fees remain overdue for payment.
- 1.19** If a student 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 immediately by the parents/guardians.
- 1.20** The parents/guardians shall also be liable to pay all costs, fees, disbursements and



charges including legal fees and costs reasonably incurred by the school in the recovery of any unpaid fees regardless of the value of the school's claim.

## Refund or waiver of school fees

- 1.21** Save where there is a legal liability under a court order or under the provisions of this agreement to make a refund, fees **will not** be refunded or waived if:
- The student is absent through illness.
  - A term is shortened or a vacation extended.
  - The student is released home before the normal end of the school day.
  - The school is temporarily closed due, for example, to adverse weather conditions.
  - For any other reasonable reason.

## Fee increases

- 1.22** Fees are reviewed annually and are subject to increase periodically.
- 1.23** If parents/guardians receive less than a term's notice of a fees increase they may give to the school written notice of withdrawal of the student within 21 days and will not be liable to pay fees in lieu of notice.
- 1.24** The pupil deposit, if paid, will be refunded less any sums owing to the school.

## Information about fees

- 1.25** The parents/guardians consent to the School making enquiries of the student's previous schools for confirmation that all sums due and owing to such schools have been paid.
- 1.26** The parents also consent to the School informing any other school or educational establishment to which the student is to be transferred if any Fees of this School are unpaid.

## Notice of withdrawal or termination

- 1.27** A parent/guardian can terminate their Agreement with effect from the end of the last day of the summer term of the academic year by providing notice on or before the



last teaching day. If a parent/guardian withdraws the student at any point prior to the final day of the summer term, fees will be owed up to the end of the academic year.

- 1.28** A parent/guardian can terminate their Agreement at any point during the academic year by providing a written 1 term notice. Without a 1 term notice fees will be owed up to the end of the academic year.
- 1.29** If a parent/guardian wants to terminate the Agreement they must send Jaffaria Academy a notice via email to [contact@jaffaria-academy.org](mailto:contact@jaffaria-academy.org), and a written confirmation reply must be obtained.
- 1.30** Parents/Guardians will have to pay the fees due for the remainder of the academic year if Jaffaria Academy terminates this Agreement because the Parent/Guardian or the student have not complied with its terms (including any Policies).

### Anti-money laundering

- 1.31** From time to time, the School may need to obtain satisfactory evidence, such as a passport, to verify of the identity of a person who is paying fees.

### Indemnity

- 1.32** The parents shall indemnify the School against all losses, expenses (including legal expenses) and interest suffered or incurred by the School if the School is required to repay all or part of any sum paid to it by a third party credit provider on behalf of the Parents.

Signed:

Head Teacher:

Date:

Chair of Trustees:

Date:

Next Review Date:

April 2022