



## The Governors of Dollar Academy Trust

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### ANNUAL SCHOOL FEES and PAYMENT INFORMATION SESSION 2022/2023

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 9 instalments for direct debit payers, and 3 terms for all others.

	TUITION FEES	FULL BOARDING & TUITION FEES	WEEKLY BOARDING & TUITION FEES
PREP	£11,610	£32,004	£30,033
JUNIOR	£13,338	£33,732	£31,761
SENIOR	£15,516	£35,910	£33,939

#### Other Charges

- Music Tuition: Available from Instructors/Music Department
- Dancing Tuition: **£37** per term
- Piping and Drumming Tuition: **£247.50** per term
- Shooting Tuition: **£61** per term
- CCF: **£80** per session
- School Lunch: **£4** 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 the Electronic Billing form provided, with the email address to which fee accounts should be sent, and return it by **12 July 2022**.

#### **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 in full at the beginning of each term.

We can accept payment for the whole session in advance, but no more than that, and there is no discount for pre-payment.

Each person who has signed the Contract is liable severally for fees and ONLY Contract signatories may make fee payments to the school, unless the Academy has expressly agreed in writing with the person who has signed the contract that another person will pay the fees or any part of them.

## **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 and return it to the Bursar's Office by **12 July 2022**.

**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 2022	7 <sup>TH</sup> SEPTEMBER; 7 <sup>TH</sup> OCTOBER; 7 <sup>TH</sup> NOVEMBER
<input type="checkbox"/> SPRING TERM 2023	13 <sup>TH</sup> JANUARY; 7 <sup>TH</sup> FEBRUARY; 7 <sup>TH</sup> MARCH
<input type="checkbox"/> SUMMER TERM 2023	11 <sup>TH</sup> APRIL; 8 <sup>TH</sup> MAY; 7 <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 11<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 2022	18 <sup>TH</sup> AUGUST
<input type="checkbox"/> SPRING TERM 2023	5 <sup>TH</sup> JANUARY
<input type="checkbox"/> SUMMER TERM 2023	12 <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] Additionally, late payments may be referred to our solicitors for collection and in that event, you will be liable for all associated legal costs.
- **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 and for British Council Staff / Boarding** \*\*

We shall also offer fee remission to the families of Foreign & Commonwealth Office employees, and British Council 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 / Insurance**

The Governors will not entertain requests for refunds of school fees in cases of sickness absence. You may, if you wish, take out a private policy to cover such an eventuality. The school has arranged optional cover through PIB Insurance Brokers. For full details and an application form please contact Rachel Scobie: [scobie-r@dollaracademy.org.uk](mailto:scobie-r@dollaracademy.org.uk)

*The Bursar's Office staff will be available throughout the summer and we will be happy to help if you have any questions. In the first instance, please contact our Finance Administrator:*

*Rachel Scobie: [scobie-r@dollaracademy.org.uk](mailto:scobie-r@dollaracademy.org.uk)*