



The Governors of Dollar Academy Trust

FINANCIAL INFORMATION

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

	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 and return the Electronic Billing form provided, with the email address to which fee accounts should be sent, 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 in the fees information pack 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:

- AUTUMN TERM 2022 7TH SEPTEMBER; 7TH OCTOBER; 7TH NOVEMBER
- SPRING TERM 2023 13TH JANUARY; 7TH FEBRUARY; 7TH MARCH
- SUMMER TERM 2023 11TH APRIL; 8TH MAY; 7TH 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 **7th of September, 13th of January and 11th 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:

- AUTUMN TERM 2022 18TH AUGUST
- SPRING TERM 2023 5TH JANUARY
- SUMMER TERM 2023 12TH APRIL

Cheques should be made payable to Dollar Academy

Bank/Internet Transfers - Our bank details are included in the fee information pack – or please contact the Bursar's Office: 01259 742401 / 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 sent out by email or post 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 enrol their children, the level of remission on the tuition fee will be 25%.

While it is intended that the above rates should remain the same throughout the academic session, the Governors reserve the right to alter the scale of fees from term to term in the light of circumstances.

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.

Assistance with Fees

The Governors have limited resources to support families who experience financial difficulties once their children have started their education at Dollar. Families with pupils about to enter Form I may be able to access the bursary scheme, details of which are available on the school's website [here](#). In other cases consideration may be given to pupils in Forms IV and V to allow completion of the next phase of public examinations by ensuring continuity of curriculum in that regard. Only in exceptional circumstances will pupils in Form VI be considered. Pupils in the Prep and Junior schools will not be considered, nor, ordinarily, will pupils in Forms I, II and III. Awards of assistance will be means-tested and will be granted only if sufficient funds are available. A pupil's disciplinary and academic record will be taken into account. Any decision made by the Governors will be final and there is no right of appeal. In the case of any award of assistance parents or guardians must inform the Bursar, in writing, of any material change in their financial position without delay. In some cases this may obviously lead to the withdrawal of any award.

Sickness Absence / Fees Refund Scheme

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

School Closure

Should the school be forced to close as the result of, for example, pandemic or epidemic disease, or major structural damage, all efforts will be made to ensure that education continues with minimal disruption. However, fees cannot be refunded unless you have signed up to the school's Fees Refund Scheme.

Insurance of Personal Effects

The School Governors cannot accept responsibility for loss of, or theft of, or damage to personal belongings at school, in the boarding houses or on school trips, including overseas. You are recommended to consult your own insurers on the subject of **All Risks Cover** for your children's personal effects, especially valuables. All boarders are provided with lockable cupboards in their Houses.

When pupils are involved in games or swimming, they are asked to give valuables to the member of staff in charge for safe-keeping. Every year, items go missing, and it would be helpful if you

were to stress to your children exactly how they might safeguard their property. All items of clothing should be clearly named.

You should specifically ensure that adequate insurance is in place to cover valuable items on loan from the Academy, such as musical instruments.

On trips out of school, parents should ensure that their children's property is covered by their own insurance for accidental damage or loss. This includes property that is borrowed from the school. The school will not entertain any claims for loss, theft or damage to personal or borrowed school property on a school trip, whether in the UK or overseas.

Personal Accident Insurance

The Governors have taken out Personal Accident insurance for pupils. This insurance provides cover in the event of death or serious injury following an accident, and a range of other covers including disfigurement, scarring, dental injuries and emergency dental treatment costs following an accident. Pupils are covered whilst on school premises during term time, travelling to and from school, and worldwide whilst on authorised school trips.

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