



FEE PAYMENT AND POLICY

Statement

As a fee-paying school, we believe that all our children have equal opportunity to participate in all that is offered. In order that we sustain our ethos, philosophy, values, and outcomes, we ask parents to comply with this fees payment policy.

Aim

To draw together in the interest of the smooth organisation and operation of the school outlining terms and conditions of payments.

Rational

To be transparent and fair to all with equal opportunity in a fair, timely and organised manner with clear guidelines as required. In developing this policy outlining procedures are put in place to avail swift and clear actions for any issue arising in relation to school fees and associated payments.

Fees and payments

In line with our all-inclusive practices our fees quoted are per child to include tuition, educational materials, stationery, lunches, and other meals where appropriate to reduce the number of additional charges. From time to time, additional fees may be requested for expenses that are not considered to be part of the normal program (for example, activities offered by outside providers/vendors, school productions trips, field trips and outings). These are always communicated in advance to parents before any billing.

- Fees are payable for the academic year, divided into four equal payments. Fees are due well before the start of each term.
- On completion of all formalities, parents have an undertaking that they are liable for the full academic year's fees.

Application fee

An application fee is applicable at the time of the admission process, which is non-refundable and payable in full. This fee does not secure the child's admission to ELV, however, allows for a 'social interaction' to take place, which is required before admission can be granted.

Registration fee

Additionally, to the term fee, a registration fee is applicable in advance of the new academic year (i.e. 1st June for a July start). This is not reimbursable at the time of exit of a child.

Admission to ELV

Once admission is granted to a ward, and on completing all documentation and formalities, it is understood that the seat has been taken for a whole academic year and that applicable term fees are due for the full year.

Late Payment

We rely on regular payments of fees. Failure to pay will jeopardise your child's place at the school and may result in your child being excluded until the account is brought fully up to date. All documentation relating to a child will be withheld should payments not be completed on time in accordance to the payment schedule. All payments must be kept up to date.

Methods of Payment

Fees may be paid by one of the following methods:

- Cash (at the school)
- Online to our bank account (please give your child's full name/ year group as a reference)
- By cheque (made payable to Early Learning Village) please write your child's name on the reverse of the cheque. It is the responsibility of the payer to ensure there are adequate funds in their account. If a cheque is returned and charges incurred by the school this will be charged an administration fee, which will be added on to the child's invoice when the school requests the monies.

It is the parent's/legal guardian's responsibility to ensure that the school's sort code and account number are entered correctly when making payments through their own online banking system. The school cannot be held liable if a parent/ legal guardian mistypes either the sort code or account number which could lead to a payment being made to another account or result in payments outstanding to the school account.

Refunds

In the event of no attendance due to illness, national, regional or semester or private holidays, refunds are not applicable.

Where a parent wishes to withdraw their child (3 months) written notice is required. In such cases any tuition fees paid in advance for the full year/ advance payment cycle require valid documentation to support the application for a refund is required. Refund applications will only be accepted once valid documentation has been provided.

Once this has been provided where granted refunds are on a pro-rotta basis/ % of the outstanding academic year tuition fee at the discretion of the school. The school reserves the right to recover all fees due for the academic year. All other fees are non-refundable.

Refunds are at the discretion of the school once a child has attended irrespective of the days of attendance with any fees for the term/payment cycle being non-refundable but due in full.



Unforeseen School Closure (Force Majeure)

Early Learning Village will do everything in its power to operate the service where it is safe to do so. However, severe disruptions may require the closure of the school or reduction in service. In such cases fees remain payable in full during any period of closure. Examples of force majeure include but are not limited to health and safety (including pollution levels, riots, government closures, infectious diseases), extreme weather (including monsoon, flooding, adverse heat conditions), or other acts of God or third parties outside of the school's control including disruptions to highways, public transport, utilities and industrial action.

Increases of fees

School tuition fees and supplemental charges are reviewed annually and applied for the next academic year.

Debt collection

The school will not write off any debt with a full record being kept owed to the school for all individuals. After non-payment court proceedings have been initiated all legal and court costs will be included in the final bill amount including any outstanding and/or tracing fees. This will also include but not limited to all costs relating to letters requesting money, reminders, and invoices.

Roles and responsibilities regarding debt collection:

The school business manager will ensure that:

- Letters requesting money are accurately recorded and those records maintained.
- Evidence of the steps taken by the school in pursuance of debt is recorded including dates and times of emails, letters, and phone calls.
- A final reminder is sent by recorded delivery to the debtor.
- The privacy of the family involved will be respected and only made known to those who need to know.
- The level of outstanding debt can be determined at any time.

The board of directors will:

- Prescribe and regularly review the arrangements for debt recovery.
- Must approve any legal action taken.
- Will record all approved action in the minutes of the relevant meeting.
- Will adhere to the privacy arrangements.

