



Thornhill Primary School 2010 Fee Policy

Thornhill *Primary School*

General:

School fees are payable, per term, in advance. NO discount is offered for early settlement. Payment may be made by either cash or cheque. **We cannot accept payment by Credit or Debit cards.** You may also pay by electronic transfer through your bank. Our account details are available on request.

Fees must be settled, in full, by the first day of each term unless a monthly payment option has been requested. Any unpaid amounts, as of the first day of each term, will be deemed to be Late Fees and, as such will attract a penalty charge of Pula 150.00. Thereafter, if any amount remains unpaid, a further penalty amount of Pula 50.00 will be charged on the first day of each subsequent month until fees are cleared (see details on page 2).

A non-refundable deposit of Pula 1,500.00 is required before the end of each term to secure the place for the following term. This amount is deducted from the fees due.

Payments Monthly:

The option to pay fees over 12 months is available. No extra fee is levied for this option.

Payment period is from October – September and this will ensure that fees are always paid by the due date.

Monthly payments are due by the last working day of each month. Penalties may be levied on persistent late payers.

Should this option be required, see payment schedule on page 3.

New Students:

When a new place is offered, a non-refundable deposit of Pula 2 500.00 will be required to secure the place. A further amount of Pula 2,500.00 is payable before the end of the term prior to entry, with the balance of the term fee due before the child is admitted to class. Fees for the subsequent terms may be paid in accordance with the monthly schedule.

Pro-Rata Fees:

Where a child joins school during the term, a reduction **may be** offered on the term fee:-

Start date between beginning of Week 1 and end of Week 4	- No reduction will apply
Start date between beginning of Week 5 and end of Week 8	- 15% reduction
Start date between beginning of Week 9 and end of Term	- 30% reduction

Notice of Withdrawal from School:

We require at least 1 month's notice, in writing, before the end of the term prior to the withdrawal date. This date is calculated back from the last day of the term prior to departure (see page 2).

All notices of withdrawal are required to be in writing, addressed to the Head Teacher.

Should proper notice not be given, the full term fee is payable.

Any application for consideration of fee reduction must be made, in writing, to the Head Teacher. The decision of the Head Teacher is final.

Refunds:

Provided the child will complete the current term, and proper notice has been given, any prepaid fees will be refunded in the event of the child not returning to school.

Returned Cheques:

Any cheques returned by a bank, for any reason, will attract an administration fee of Pula 150.00

Post-dated Cheques:

We **DO NOT ACCEPT** post-dated cheques in settlement of current term fees.

Should further clarification be required, please contact any member of Management or Finance Dept.

Notes:

Late Payments

Penalties will be imposed on all unpaid balances after the first day of each term. Subsequent penalty will be levied on the 1st of each month until balance is cleared.

The school reserves the right to increase penalties charged to persistent late payers.

Withdrawal of Child from School

Example: Sample dates:-

Term 1	18 January - 12 April	Not returning in or completing Term 2: Notice deadline: 12 March
Term 2	10 May - 11 August	Not returning in or completing Term 3: Notice deadline: 11 July
Term 3	13 September - 6 December	Not returning in or completing Term 1: Notice Deadline: 6 November

Reduction of Fee

(this applies only to those children NOT RETURNING to school – not to those going on family leave.)

If a child is being withdrawn during the term discount **may be** offered as follows, provided **proper notice, in line with the above example**, has been given:-

If child leaves by end of Week 4	- 50% of fee discounted
If child leaves by end of Week 7	- 30% of fee discounted
If child leaves after start of Week 8	- NO discount will be offered.

No discount will be offered UNLESS proper notice has been given.

Fee Payments Monthly

If you have elected to pay fees monthly, the amounts due will be as follows.
Please note that the payment period is from October 09 until September 10:-

2010 Fees – Pula 8 995.00 per term for 3 terms

Annual total - Pula 26 985.00

Monthly instalment Pula 2 248.75

Annual Payment Schedule

			Pula per month	
Term 1 -	October 09	-	2 248.75	
	November 09	-	2 248.75	
	December 09	-	2 248.75	
	January 10	-	2 248.75	Total Pula 8 995.00
Term 2 -	February 10	-	2 248.75	
	March 10	-	2 248.75	
	April 10	-	2 248.75	
	May 10	-	2 248.75	Total Pula 8 995.00
Term 3 -	June 10	-	2 248.75	
	July 10	-	2 248.75	
	August 10	-	2 248.75	
	September 10	-	2 248.75	Total Pula 8 995.00

Please note

All payments are due by the last working day of each month.
Penalties will be imposed on persistent late payers (see page 2).