



# The Teresian School

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The Teresian School is a Catholic school run by the Teresian Association, women and men committed to living Christian values in their family and working life. The Teresian School offers an education that is human in character and treats each student as unique and capable of developing her individual gifts.

The motto of the school is Joy, Fortitude and Love.

## SCHOOL FEE POLICY

### INTRODUCTION

The Teresian School is a fee charging Junior School for girls.

School fees will be reviewed each February, for the forthcoming Academic Year by School Management.

School Management will decide on the fee amount and on any fee increases. Issues that need to be considered when setting the proposed Fee will include current and anticipated costs; cost management; planned capital expenditure; school ethos; economic conditions; school capacity; and market conditions. The timely payment of school fee(s) when due, is essential in maintaining appropriate control of finances and in planning for the school's future.

When parents send their daughters to The Teresian School, they accept joint and several liability for any amounts due to the school and agree to pay the school fee(s) in accordance with the terms set out below. Parents must understand therefore that admission to the school and on-going enrolment is conditional on parents discharging fees as they fall due, and that, if parents are not in a position to discharge fees when due, their daughter will not be permitted to remain as a student of the school.

In the interests of fairness to the vast majority of families who do pay promptly, the Management believes, on the advice of its Finance Committee that it must adhere to the School Fee Policy which is outlined below.

### FEE PAYMENT

The options available to parents for the payment of fees will be determined by the Management on a year by year basis. Parents will be invoiced for the annual school fee in July preceding the start of the Academic Year. The fee may be paid as follows:

- in full by 7th September; or
- in three instalments no later than 7<sup>th</sup> September; 7<sup>th</sup> December and 7<sup>th</sup> March; or
- by 8 equal instalments to be paid by 2<sup>nd</sup> working day of each month commencing September 2019 and ending April.

The School insists that school fees be paid in full by 7<sup>th</sup> March each year unless paying by Monthly Instalments in which case the final payment must be received before 2<sup>nd</sup> working day in April.

Fees payment in full can be paid by bank transfer through Banking Online or through the online school website payment facility Easy Payments Plus.

All instalment payments must be paid by Easy Payments Plus. An administration fee will be charged for all instalment payments.

Parents must let the school know by **31<sup>st</sup> May** the method of payment they will avail of to pay the school fees for the forthcoming academic year.

### INTEREST CHARGED

Interest will be charged at 1% per month on all overdue amounts, unless a payment plan has been agreed in advance.

### **ALLOWANCES**

A "siblings" allowance is available as follows:

Where there are 3 students attending the school (including the Junior and Pre-school) from the same family at the same time a discount of €500 will be deducted from the third student's fee.

Where more than 3 students are attending the school from the same family at the same time, a discount of €500 will be deducted from the fourth and subsequent student's fee.

### **NOTICE REQUIRED WHERE A PUPIL IS WITHDRAWN FROM THE SCHOOL**

The school requires a full term's notice in writing if a pupil is withdrawn from the school. Failure to provide this notice will result in the parents being liable for a term's fee, calculated as the prevailing annual fee divided by three.

### **INVOICES /STATEMENTS**

Invoices are issued annually and contain a breakdown of the total fees being sought including details of the standard fee. An invoice for extras will be sent to parents in the second term. In the event of a parent separation, and if the school is advised in writing, each parent/guardian will be issued with an invoice but the liability for any outstanding amounts remains joint and several.

### **PAYMENT ACKNOWLEDGEMENT /RECEIPTS**

Eight monthly account statements are issued in respect of monthly/quarterly paying accounts showing fees paid and balances outstanding.

### **BOOKING FEES/DEPOSITS**

A non-refundable registration fee of €50 is required in respect of each student at the time of application for registration.

A non-refundable holding fee of €1,000 is required for each new pupil on acceptance of the offer of a place in the School. This will be deducted from the student's final invoice in 6<sup>th</sup> year.

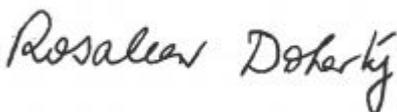
### **OVERDUE ACCOUNTS – ARREARS MANAGEMENT**

The Bursar will make all relevant information concerning cases of overdue/unpaid fees available to the Management.

In cases where the parent/guardian ignores school correspondence and fails to engage with the school on the issue of overdue or unpaid fees, the school will take all reasonable steps to collect overdue fees up to and including legal action. All Legal Fees incurred by the school in efforts to collect unpaid fees will be payable by the parents/guardians responsible for the unpaid fees.

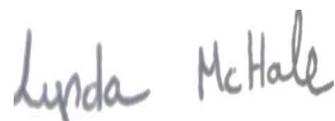
Admission to the School and ongoing enrolment is conditional on parents discharging fees as they fall due. If parents are not in a position to discharge fees when due, their daughter will not be permitted to remain as a student of the School. Please note that where fees remain unpaid after 30 days from their due date, The Teresian School reserves the right to withhold all correspondence including school reports until the payment position is regularised.

Ratified by School Management:



School Manager

Date: 25<sup>th</sup> June 2019



School Principal

Date: 25<sup>th</sup> June 2019