



The Teresian School

12 Stillorgan Road, Dublin 4 Tel: (01) 2691376 Fax: (01) 2602878 email: secretary@teresian.ie

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.

JUNIOR SCHOOL FEE POLICY

INTRODUCTION

The Teresian School is a fee charging Junior School for girls. School fees will be reviewed each year, 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 school ethos; current and anticipated costs; cost management; planned capital expenditure; economic conditions; school capacity; and market conditions. The timely payment of school fees when due, is essential in maintaining appropriate control of finances and in planning for the school's future. School Management has an obligation to ensure that the School operates within its budget each year

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 fees in accordance with the terms set out below. Parents must understand therefore that admission to the school and on-going enrolment is conditional on the acceptance by parents of the School's Fee Policy and the payment of fees on or before the due date for payment.



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FEE PAYMENT

The options available to parents for the payment of fees will be determined by School Management on a year-by-year basis. Parents will be invoiced for the annual School fees in July preceding the start of the Academic Year.

The fees may be paid as follows:

- in full by 15th August; or
- in three instalments no later than 15th August; 15th November; and 15th March; or
- by 8 equal instalments to be paid by 15th August of that year and the 15th day of each month thereafter with the final payment to be paid by the 15th March.

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. Cash payments will not be accepted.

Parents must let the school know by **1st August** the method of payment they will avail of to pay the school fees for the forthcoming academic year.

In the event that the 15th August falls on a Saturday or a Sunday then payment must be made by the next working day.

ALLOWANCES

A "sibling" allowance is available as follows:

Where there are three or more students attending the school (including the Junior, Secondary and Pre-School) from the same family, at the same time, a discount of €500 will be deducted from the fee of the third and for each subsequent sibling. The granting of this allowance is conditional on the terms of the Fee policy being complied with. In the event of non-compliance, the School reserves the right to withdraw any allowances made whereupon parents will be liable for the full fees for each of their daughters.



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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 an additional term's fee, calculated as the prevailing annual fee divided by three.

INVOICES /STATEMENTS

Invoices for fees will contain a breakdown of the total fees due including details of the standard fee. An invoice for extras will be sent to parents in the second term. Invoices will be issued to the parents jointly and liability for payment of the fees by the parents is joint and several. 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

Statements will be provided on a regular basis in respect of monthly/quarterly paying accounts showing fees paid and balances outstanding.

BOOKING FEES/DEPOSITS

A non-refundable registration fee of €100 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 of their first year in the school.

OVERDUE ACCOUNTS – ARREARS MANAGEMENT

The Bursar will make all relevant information concerning cases of overdue/unpaid fees available to School Management. In cases where the parent/guardian ignores school



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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.

In the event that parents fail to inform the School of their chosen payment option and/or fail to make payment of fees in accordance with the option chosen, the total fees due (or such balance as has not been paid) shall immediately become payable.

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, The Teresian School reserves the right to withhold all correspondence including school reports until the payment position is regularised.

CONTACT

In the interest of the more efficient and cost-effective management of the School's fee income, the Parents confirm and accept that all communication in respect of fees will be made via email to their nominated email addresses in addition to their home address as appropriate.

Ratified by School Management:

 <hr/> Rosaleen Doherty School Manager Date: 7 th May 2021	 <hr/> Lynda McHale School Principal Date: 7 th May 2021
Signed & Understood	
Parent one	Parent two