



## PAYMENT OF FEES (Terms and conditions)

When you register your child at St Martin's, you are accepting our terms and conditions, so please read them carefully. These terms and conditions are binding.

1. There is a registration fee of £300. This fee is non-refundable. However, £200 will be deducted from the first fees payable at St Martin's.
2. All fees are to be paid in advance on or before the first day of term.
3. If the fees are not paid on or before the first day of term, there is an automatic surcharge of £100.
4. The school reserves the right to refuse to allow a pupil to attend the school while fees remain unpaid.
5. The school reserves the right to review scholarship and bursary awards in the light of changes in a pupil's progress, contribution and level of commitment.
6. An agreement with a third party (such as an employer, grandparent, step-parent without parental responsibility or third party credit provider) to pay the fees or any other sum due to the school does not release the parents from liability if the third party defaults and does not affect the operation of any other of these terms and conditions unless an express release has been given in writing, signed by the head teacher. The school reserves the right to refuse a payment from a third party.
7. Save where there is a legal liability including liability under a court order or under the provisions of this agreement to make a refund or reduction, fees will not be refunded, reduced or waived if: the pupil is absent through illness; or a term is shortened or a vacation extended; or the school is temporarily closed due to adverse weather conditions; or for any reason other than exceptionally and at the sole discretion of the head teacher in a case of genuine hardship.
8. Fees may include alone or in combination any of the registration fee, fees for extra tuition, other extras such as clothing and equipment, photographs or other items ordered by the parents or the pupil or charges arising in respect of educational visits, or damage where the pupil alone or with others has caused wilful loss or damage to school property or the property of any other person (fair wear and tear excluded), or bank charges arising from default in fees payment or late payment charges if incurred.
9. An agreement by the school to accept payment of current and / or past and / or future fees by instalments is concessionary and will be subject to separate agreement(s) between the parents and the school. Where there are inconsistencies between these terms and conditions and those of any instalment agreement or invoice issued by the school to the parents (as applicable), the terms and conditions of the instalment agreement or the invoice shall prevail.
10. There is a 15% surcharge on any outstanding fees when a pupil leaves St Martin's.
11. After registration, a full term's written notice of withdrawal is required. (A full term is the period between and including the first and last days of the term.)
12. Failure to give a full term's written notice of withdrawal means the fees for the ensuing term must be paid in full.
13. Fees in lieu of notice must be paid on or before the last day of the term that a pupil leaves St Martin's.
14. If the fees in lieu of notice are not paid on or before the last day of the term a pupil leaves St Martin's, a 15% surcharge on any outstanding fees will be charged.
15. All legal costs connected to the recovery of any debt will be paid in full by the parent or guardian.
16. The school reserves the right to alter the fees as necessary at its discretion at any time up to the last day of the preceding term.
17. The school may in its absolute discretion require a parent to remove a pupil from the school whose attendance, progress or behaviour is unsatisfactory. In such circumstances the parent shall not be entitled to any refund of the fees due or already paid. Nor shall any refund be due for absence due to illness.
18. The school reserves the right to require a parent to remove a pupil from the school if they knowingly fail to disclose important information about a pupil's special educational, medical and social needs. Such information should be advised in writing before a pupil joins the school. In such circumstances the parent shall not be entitled to any refund of the fees due or already paid.