



BCS Policy:

Fee Payment

Date: May 2023

Introduction

The Branch Christian School is an independent school, as such it is funded through school fees for each enrolled child. The prompt payment of school fees is extremely important, in order to ensure all costs are adequately covered. The school running costs include staff salary payments, purchase of education material (PACE's, etc.), building maintenance costs, school grounds maintenance, utility costs, and so on.

As we run the school on a very limited budget, any delay in fees being paid does have a direct impact on the effective operational running of the school.

Fee Levels

The school fees are determined annually by the School Governing Body and once levels are agreed, the School Administrator will ensure that these are issued to parents / guardians by early July for the following academic year. This is to ensure that parents / guardians are aware of any increases before the new year starts.

Payment of Fees

Fees can be paid 10 monthly, termly or yearly. Monthly payments are due on the first of each month, starting September through to, and including, the following June. Termly payments are due on the first working day of each term. Yearly payments (paying for the entire year) should be made on the first working day of the new academic year (September).

The preferred methods of payment of fees is directly via bank transfer (standing order) to the school bank account. For security reasons, and for the safety of your child / children and our staff, we would prefer not to receive payments in cash.

To ensure your bank electronic transfer payments are identified, it is important that you include your surname and first name of your child/children.

Outstanding Debts

In the event that payments cannot be made in line with this policy it is the parent's / guardian's responsibility to inform the school without delay so that the situation can be reviewed, and we can work together to ensure debts are cleared within the soonest possible timeframe.

The School Accountant and Governor with responsibility will review fee payments each month and will issue statements to any family that fall behind in payments by one month or more. The School Governors will also be notified at this time and may request an in-person meeting to discuss the matter.

Ongoing Non-Payment of Fees

After a period of two outstanding monthly payments, where there have been no payments to clear any of the debt, then we reserve the right to refuse your child / children to attend school or use any provided PACE material (etc.) while fees remain unpaid. Parents / guardians will be notified in writing of late payment and will be asked to immediately bring their account up to date to avoid exclusion. Should the matter persist we will have to exclude your child / children. A second letter will be issued, stating the reasons for the exclusion, and this will be immediate and final. Fees are still due if your child is excluded and it may impact their graduation and school certificates.

Administration Costs

The school reserves the right to charge an administration fee of £25 for the chasing of late / missed payments, where this has extended greater than two months. We will also add the cost of any legal and / or debt collector's fees to the outstanding balance should this be applicable.

Withdrawal Notice

If parents / guardians wish to withdraw students from The Branch Christian School, we require notice of one full term. Any due fees up to the end of the notice period must be paid in full. If an annual payment has been made covering the entire year, then parents / guardians will be eligible for a refund of remaining 'paid' term/s, but not the current term within which the notice has been given. If the notice was given in the last term of the school year, then no refund will be applicable. Please note that fees will not be refunded while a child is absent from school without consent or authorisation, and this continues to the point of them leaving the school permanently.

Student Permanent Exclusion

Where a student is permanently excluded, a refund of fees paid will follow the same as with '**Withdrawal Notice**', but less 10% for administration costs as a result of the additional work required to notify the local authority, and so on. Clearly there will be no notice period and the student will be asked to leave the school immediately.

Review date	Changes made	By whom	Date of next review
May 2023	Invoices for fees to be sent from Accountant and Governor with financial responsibility	Mrs J Holt Mr S Hodgson	May 2024

Declaration

Parents / guardians are kindly requested to sign this declaration and return it to the School Office ASAP. By signing you are declaring that you have read and understood the school fee payment policy and agree to the terms therein.

**PLEASE COMPLETE AND SIGN THE FORM BELOW, AND THEN
RETURN THIS PAGE ONLY TO THE SCHOOL OFFICE
(Please keep a copy for your records)**

I/We agree that this policy is fair, and as stated above, the School management will seek to help wherever possible, to ensure that students can remain in school.

I/We agree to follow the requirements set out above and to contact the school without delay if our financial circumstances will make it impossible to keep our school fee payments up-to-date.

Parent / Guardian Name: _____

Parent / Guardian of: _____

Signature: _____ Date: ____/____/____