Standard Terms and Conditions

activities and musical tuition will be individual to the pupil and extra charges will be made accordingly. A current list of standard and individual fees can be obtained from the Bursar's office.

School fees are set in advance for the academic year and although the intention will be to maintain fee levels throughout, this will depend on a regular review of the School's finances and local economic factors. The School therefore reserves the right to alter any fee or charge accordingly.

Discounts on standard termly fees (based on the prevailing rate at the time) are available for alumni and to siblings of an older Pupil already in the School. This discount is not available where any pupils in the family are already in receipt of a bursary or a scholarship.

All available discounts (including bursaries and scholarships) may be withdrawn if any fees (including extras) for the Pupils are not paid when they fall due for payment.

Occasionally activities are arranged away from the School's premises and a charge may be made. These costs, together with any extra tuition fees, will be charged to the Parents' fee account.

If at any time and for any reason, including fire, health & safety, weather or medical circumstances, the school is forced to close the site, alternative business continuity arrangements will be made for the education of the children. Under such circumstances, normal school fees will be applicable, and parents undertake to settle their account in full in line with these STCs.

Payment of Fees

Payment of each term's fees and any extra charges from the preceding term is due on presentation of the invoice. If parents are paying standard fees termly, settlement is due not later than the first day of that term.

Standard Terms and Conditions

Currently, the school's preference is for parents to pay basic tuition fees (excluding extras) by monthly standing order spreading the cost over ten months. Under this scheme standing order payments are due on or before the first day of each month between September to June. Any extras are charged by termly invoice and are due no later than the first day of the term following the invoice date. The school is constantly reviewing appropriate payment methods and will update the STC document as changes are introduced. Further details of the current payment methods can be obtained from the Bursar's office.

An agreement with a third party to pay the fees or any other sum due to the School does not release the Parents from any liability under these terms and conditions unless an express release has been given in writing signed by the Headmaster or the Bursar.

Where fees are overdue, the School reserves the right to exclude the Pupil until payment is made. A late payment administration charge will be payable on any balance of fees which remains outstanding after the due date at the prevailing rate notified by the School from time-to-time. All expenses incurred by the School in connection with the recovery of any amount overdue whether school fees, additional administrative costs or other expense including legal and Court fees and disbursements will be payable on an indemnity basis by the Parents or other responsible party. A payment made in respect of one Pupil may be appropriated by the School to the unpaid account of any other Pupil of those Parents.

Where a Pupil is excluded due to non-payment of fees the School reserves the right to vary the STC in force with that Pupil's Parents before accepting the Pupil for readmission. Where any part of invoiced school fees have not been paid in accordance with the STC, such action may constitute breach of contract and the School reserves the right to vary the STC with, and take appropriate action against, such Parents with immediate effect.

St George's
PREPARATORY SCHOOL
Preparing Children For Life

Standard Terms and Conditions

Discontinuing Extra Charges

A half-term's written notice is required to discontinue any extra tuition, coaching or service charged by the School (music tuition). Unless proper and timely notice is given, the charge for the half-term will remain due for payment and parents undertake to settle their accounts in full.

Notice

A full term's notice of withdrawal of a pupil must be given in writing and received by the school on or before the first day of the pupil's final term. Notice should be addressed to the Headmaster and will be acknowledged by him in writing. Written provisional notice of a pupil's withdrawal will be acceptable where a final decision has not been made. Such provisional notice must be reconfirmed on or before the first day of each term thereafter failing which the notice will lapse.

Unless proper notice is given, a fee in lieu of notice will apply and is due for full settlement whether the pupil attends the school or not. The fee in lieu of notice will be equivalent to the pupil's final term's fees. Should notice be received (in writing) during the term, this fee will be adjusted to ensure that no more than the equivalent of a full term's fees are charged.

Exclusion

Following appropriate consultation with the school, parents may be required to remove a pupil, either temporarily or permanently, from the school. This may occur at any time during or at the end of a term if the Headmaster is of the opinion that the conduct or progress of the pupil has been unsatisfactory; that a parent has treated the school or its employees unreasonably; or if school fees remain unpaid. If a pupil is excluded in these circumstances, outstanding fees will be payable in full and no claim shall arise for the return of any portion of the fees for that period.