

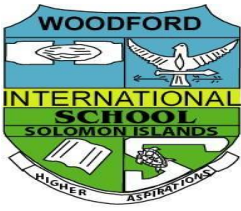
2020 School Fee Payment Policy

1. **Tuition fees** are to be paid according to the schedule set by the Board before 1st October of the previous year.
2. **Seat fees** (compulsory part of tuition) will be billed on November 1st in the previous year, and are due by the last day of November each year. Payment of the Seat fee secures placement for the following year and covers initial material costs including workbooks, exercise books, etc. This is not refundable. Students who are enrolled after the due date, pay the Seat fee before commencement.
3. The **Building levy** is a one-off fee for all international students enrolled for the first time. It can be paid upfront or divided over the first year's payments (see 5. below)
4. **PTFA levy** is per family and added to annual tuition fees and administered by the PTFA on behalf of the parents and teachers.
5. **Tuition** can be paid in three ways:
 - 1 annual payment - due by the first day of Term 1
 - 4 equal Term payments - due by the first day of each Term
 - 10 equal Monthly payments - due on the last day of each month starting January
6. **Late Payment**
Woodford is fully funded by fees. Late payment of fees increases school costs and can create the necessity for the School to borrow from the bank to cover essential costs (wages, utilities). It also takes up staff time that could be used for educational purposes. Please show your support by paying by the due date. If you are having difficulties, please contact the Head of School to discuss your situation and make mutually acceptable payment arrangement

Please note the following:

1. No student will be allowed to register for school until all arrears from the previous year are fully paid (or a written agreement regarding a payment schedule has been made with the HOS)
2. Any students in Term 1 who has not fully paid up Term 1 fees by Week 5 will be withdrawn from classes until debts are paid or arrangements made in writing with the HOS

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3. In Terms 2, 3 and 4 students with unpaid fees for that term will be refused entry to classes from Day 1
4. Reminders will be sent by the School on due payment dates. A follow up phone call maybe made by the Head of School or staff given the responsibility
5. Pro rata arrangements: Students who enroll after the fourth week of term are entitled to pay a pro rata figure for weeks attended.
6. Term leave: Students who are absent for an entire term pay 50% of the fees to hold their place, otherwise students will be considered to have withdrawn.
7. Withdrawal: A terms notice is required to withdraw a student from school. If a student is absent from school for longer than 5 weeks due to non-payment of fees, or an un-notified absence (in writing), they shall be considered as having been withdrawn. Should re-enrolment follow, all fees shall apply as are due for a new enrolment.
8. Reimbursement

For Annual Fee payers only

If a full term's notice is given, reimbursement will be according to the following:

Leave Date	Building or Seat fee payable	Tuition fee payable	Tuition fee refundable
During Term 1	100%	25%	75%
During Term 2	100%	50%	50%
During Term 3	100%	75%	25%
During Term 4	100%	100%	0%

If students leave between terms it will be assumed that they have left during the previous term.

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