

2018 School Fee Payment Policy

1. **Tuition fees** are to be paid according to the schedule set by the Board by 1st October the previous year
2. **Seat fees** will be billed on November 1st in the previous year, and due by the last day of term 4 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 no. 5)
4. **PTFA levy** is capped at two children and is added to tuition fees.
5. **Tuition** can be paid in three ways
 - 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 it may be necessary 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.

Please note the following

1. A late reminder will be sent out by the end of week 1 for term payers, on the first of each month for monthly payers with a **5% penalty** added.
2. A follow up phone call may be made during the next week.
3. A letter will go out week 3 advising that a **late fee of 10% must be paid**.

THE SCHOOL RESERVES THE RIGHT TO EXCLUDE LATE FEE PAYERS FROM ATTENDING SCHOOL, CONSISTENT LATE PAYERS WILL BE ASKED TO PAY TERM FEES BEFORE THE COMMENCEMENT OF EACH TERM

7. **Pro rata arrangements** Students who enroll after the fourth week of term are entitled to pay a pro rata figure for weeks attended.

8. **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are absent for an entire term pay 50% of the fees to hold their place, otherwise students will be considered to have withdrawn.
9. **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5 weeks due to non-payment of fees, or an un-notified absence (in writing), they shall be considered as having been withdrawn.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.

10. **Reimbursement**

For annual payers only

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

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.