



Terra Nova School - Payment of School Fees Policy - 2025

Introduction

The prompt payment of school fees is integral to the efficient operation of the school. Considerable resources are consumed in chasing late payments and non-payment of fees. The school, families and children at Terra Nova could all benefit if this resource were deployed for the enhancement of the educational experience rather than the administrative burden of chasing payments.

School fees are always due on or before the start of the current school term unless on a direct-debit payment plan, and are non refundable.

Term dates are published on the School website and the School calendar in advance for all interested parties to view and note.

Aims and objectives

The aim of this policy is to ensure a robust, non-discriminatory and fair approach to the method by which we deal with parents who have not paid their child's school fees on time.

The objective of this policy is to ensure there is consistency in terms of approach and methodology. It is imperative that a standard process exists and that all involved are aware of this.

Payment of fees

Parents or guardians jointly and severally (where applicable) agree to pay the fees applicable to each term directly to the schools nominated bank account.

Fees for each term are due and payable as cleared funds before the commencement of the term to which they relate. If an item on the fees invoice is under query, the 'undisputed' balance of that fees invoice must be paid.

Cash payments will no longer be accepted at the school for the payment of school fees (reference to Anti-Money Laundering Policy). Accepted methods of payment for fees will now include: BACS transfer, cheque, debit/credit card.

Any returned cheques will be subject to a £50.00 fee, whereupon the balance due must be paid using cleared funds.

Direct Debit payment will be taken in 9 or 10 equal monthly instalments. To be discussed with the Bursar.

If Parents are removed from or cancel their Direct Debit agreement (for whatever reason) and any fees are unpaid, this will incur an administration charge of £50.00. The parents will then need to agree a payment plan with the Bursar.

If a debt rises to an unacceptable level, the school reserves the right, in extreme cases, to exclude the pupil on three days' written notice if fees remain overdue for payment.



Early Payment Discount

Discounts are available to those wishing to pay for multiple terms or years of fees in advance. Please see the school Bursar for details.

Instalment arrangements (Direct Debit)

An agreement by the school to accept payment of fees by instalments is concessionary and will be subject to separate agreement(s) between the parents and the School.

Any agreements (direct debits) will be confirmed in writing and signed by both parties.

Direct debits can be agreed between 9-11 months, with no payment being made in August.

Late Payments

If parents are experiencing financial difficulty or hardship they are encouraged to meet with the Bursar to discuss a route forward as soon as practicable.

Late Payment of fees by term

Fees for each term are due and payable as cleared funds before the commencement of the term to which they relate. The following steps will be taken for late payments after this date;

- Day 1 of term: A statement will be forwarded to parents, requesting payment of fees
- Day 7 of term - A reminder will be sent to parents requesting payment of outstanding arrears
- Day 14 - A second reminder will be sent to parents requesting immediate payment of outstanding arrears
- Day 21 - A final reminder will be sent to parents, requesting urgent payment.
- Last day before half term (to which they relate): A pupil exclusion will be issued until the account is brought up to date.

If a pupil is excluded for a period of 28 days, he/she will be deemed withdrawn without notice and a term's fees in lieu of notice will be payable immediately by the Parents.

The parents shall also be liable to pay all costs, fees, disbursements and charges including legal fees and costs reasonably incurred by the school in the recovery of any unpaid fees regardless of the value of the school's claim.

Late Payment of fees by direct debit

If a parent misses one direct debit payment, then the school will immediately contact the parent to request payment equaling no less than the total sum of the failed direct debit amount. On occasion; the school reserves the right to request the full outstanding termly balance. A £50 administration charge will be payable to the school for any unpaid/failed direct debits.



If more than one instalments are missed and/or paid late then Trustees will be notified of the amount owing prior to the half term it relates to; including details of the missed/late payments. If deemed appropriate, an exclusion will be issued until the account is brought up to date.

If a pupil is excluded for a period of 28 days, he/she will be deemed withdrawn without notice and a term's fees in lieu of notice will be payable immediately by the Parents.

The parents shall also be liable to pay all costs, fees, disbursements and charges including legal fees and costs reasonably incurred by the school in the recovery of any unpaid fees regardless of the value of the school's claim.

Refund or waiver of school fees

Save where there is a legal liability under a court order or under the provisions of this agreement to make a refund, fees will not be refunded or waived if:

- The pupil is absent through illness; or
- A term is shortened or a vacation extended; or
- The Pupil is released home before the normal end of the school day; or
- The school is temporarily closed due, for example, adverse weather conditions; or
- For any other reasonable reason.

Fee increases

Fees are reviewed annually and are subject to increase from time to time.

If parents receive less than a term's notice of a fee increase they may give to the school written notice of withdrawal of the pupil within 21 days and will not be liable to pay fees in lieu of notice.

Information about fees

The Parents consent to the School making enquiries of the Pupil's previous schools for confirmation that all sums due and owing to such schools have been paid.

The Parents consent to the School following its policy in relation to late fees, fees in lieu of notice and exclusions of pupils, for non payment of fees.

The parents also consent to the School informing any other school or educational establishment to which the pupil is to be transferred if any Fees of this School are unpaid.

Anti-money laundering

From time to time, the School may need to obtain satisfactory evidence such as a passport of the identity of a person who is paying fees.