



SGS BOARDING

Payment Policy for Boarding Fees

Adopted by Boarding Committee – 14th November 2017

- 1) Boarding Fees are as published each year on the boarding pages of the website in the document entitled "Schedule of Fees". Boarding Fees are revised annually and agreed at a meeting of the Boarding Governors on behalf of West Sussex County Council, four terms in advance of the September in which they become effective. Parents will be notified of any increase in fees at least one year in advance.
- 2) One term's notice is required if a student no longer requires a boarding place. For clarity, this notice must be received by the school in writing before 5.00pm on the last day of term. The notice period will subsequently run throughout the following term until 5.00pm of the final day. If a term's notice is not given the parent/carer will be liable to pay a term's fees in lieu of this notice.
- 3) The Boarding Fees are an annual fee that we divide into three equal amounts for each term to enable parents to make their payments at this time. Invoices for the fees are sent just before the half-term holiday of the previous term to the parent/carer with Parental Responsibility for the child as named on the Undertaking, signed prior to a boarding place being taken up. This Undertaking acts as a legally binding contract between that parent/carer and the school.
- 4) Parents/carers must pay the fees for the student's first term within the time specified on the invoice or by installments on the dates shown in this policy. If the fee payment is not received at that time despite reminders it will be assumed that the place is no longer required. Should a student entering Year 12 not attain the required grades, meaning that the student cannot be offered a suitable course, then the fees will be repaid in full.
- 5) The parent/carer named on the Undertaking is liable for all Boarding Fees and fees in-lieu of appropriate notice.
- 6) Invoices must be paid in full within 28 days of the invoice date, unless an agreement is in place to pay by installments (see below).
- 7) If payment has not been received within 28 days, a 14 day notice will be sent.
- 8) The boarding place will no longer be guaranteed after this 14 day period and the school reserves the right to pursue the term's fees in lieu. A final 7 day notice to pay the outstanding term's fees will be issued. After this, the debt will be passed over to West Sussex County Council's Legal Department to begin recovery proceedings.
- 9) You may request to pay Boarding Fees by installments and the relevant information will be sent to you by the Boarding Bursar. Full details of this arrangement are available from the Boarding Bursar.
- 10) A student may not take up their boarding place at the beginning of term unless fees have been received in full or an appropriate agreement is in place to pay by installments.
- 11) The parent/carer may seek advice from the Boarding Bursar regarding financial assistance that may be available from Charitable Trusts.

Boarding Fee Payment

The Boarding Fees can be paid by two methods that are explained below. Please read the information and return this form showing your choice of payment method.

1. By full payment of the invoice within 28 days of the date of that invoice - the invoices are raised separately for each of the three terms. The invoices for the academic year are raised as follows:

Autumn Term – previous May

Spring Term – previous October

Summer Term – previous February

2. By 3 equal instalments for each term’s fees, payable on the following dates:

Autumn Term - 1st June, 1st July, 1st August

Spring Term – 1st October, 1st November, 1st December

Summer Term – 1st February, 1st March, 1st April

If you request this method of payment, details of the amounts to be paid are sent with the respective invoice.

Student’s Name

I wish to pay the boarding fees by the following method - Delete the method that you do not require.

1. Full payment on receipt of an invoice
2. Payment by instalments

I have read and understood the terms as set out in the Payment Policy

SignedParent/Carer

Date

PLEASE RETURNED THE SIGNED FORM WITH THE FORM OF UNDERTAKING