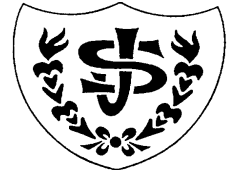


St. Joseph of Cluny, Killiney

Secondary School Fees Policy



The Board of Management acknowledges that the timely payment of school fee(s) when due, is essential in maintaining appropriate control of finances and in planning for the school's future.

When parents send their daughters to St Joseph of Cluny, they accept the obligation to pay the school fee(s) in accordance with the terms set out below. The Board is aware that the vast majority of parents will meet their obligations in this regard but are also conscious of some instances where the payment policy may be abused.

In the interest of fairness to those many families who do pay promptly, the Board believes, on the advice of its Finance Committee, that it must adhere to the School Fee Policy, which is outlined below.

The Board expects that all parents will understand the need for these procedures and thanks them for their continued support and their co-operation.

DEPOSITS

Deposits paid in respect of the annual school fee are non-refundable.

FEE PAYMENT

Parents will be invoiced for the annual school fee prior to August and payment may be made in advance of the academic year i.e. 1st September.

The fee may be paid in full or it may be paid in two moieties:

The first half due on September 1st

The second half due on December 1st

Other payment arrangements may be made by arrangement with the school Bursar and with the agreement of the school Finance Committee of the Board. If unforeseen financial issues arise for parents during the course of an academic year which may affect the payment of the school fee(s) parents are best advised to contact the Bursar at the earliest possible opportunity.

COLLECTION POLICY

Please Note: **Interest** will be charged on all overdue accounts at the rate of **1% per month** except in the event of an acceptable fee payment schedule being agreed and approved by the Board.

In the event of late or non-payment of fees the following procedures will apply:

- | | |
|---------------------------|---|
| After one month | A reminder will be sent from the Bursar's Office. |
| After two months | A Second reminder will be sent from Bursar's Office requesting payment or <u>a meeting to agree an acceptable fee payment schedule</u> with the Bursar in consultation with the Finance Committee |
| After three months | In the event of the fee(s) not being paid or fee arrangements not being honoured the school reserves the right <u>to retain Christmas and any other 'student' reports</u> thereafter. |

Arrears Management

The Bursar will make all relevant information concerning cases of late or non payment of fees available at each Finance Committee meeting and also to the Board of Management.

ARREARS MANAGEMENT

The following arrangements will apply to situations involving the late, very late or non payment of school fees within a particular school term.

The Finance Committee will consider all instances of fees in default and decide the basis on which the Board's Fee Policy will be implemented in respect of these cases.

The Finance Committee may enter into individual arrangements with parents in order to secure payment of all arrears. Circumstances which make the prompt payment of the fee(s) impossible in the short term may be considered by the Committee, who will keep the Board informed of all relevant developments.

The Board of Management, where it considers it appropriate, will inform parents with fee arrears that **the student will not be permitted to return to the school for the start of a new term unless the fee 'account is settled'.** Such a decision in respect of that student will be communicated to her parents one month before the end of the term in question to allow sufficient time to make alternative arrangements for the student's education.

Parents who default on the payment of the school fee will be identified to the Board and all outstanding fees will be pursued by legal means where necessary. **Any student who has a fee(s) balance outstanding at the end of the academic year will be removed from the student roll and her place in the school will stand forfeited.**

The Parents of such a student(s) will be notified in writing of such removal and forfeiture to enable them to make appropriate arrangements for their daughter's ongoing education in an alternative education establishment.

In all cases involving parental notification a letter sent to the student's last known home address shall be deemed to constitute adequate notification to both parents

STUDENTS LEAVING EITHER AT THE START OF OR DURING THE SCHOOL YEAR

If a student leaves during the school year the following notice periods apply:

- The Board requires notice of a student not returning in the following academic year by 1st May. Notice between 1st May and 31st October will mean that one-third of the annual fee(s) is payable.
- A student who is withdrawn thereafter will not be entitled to a refund of fee(s).

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