



## NORTHBOURNE PARK SCHOOL

### FEES POLICY

The School is a not-for-profit organisation without any permanent endowment and therefore has to sustain its educational service by charging fees for the pupils whom it educates. The termly fees are published to parents annually. Parents are given a complete term's notice of any change to fees.

The principles on which these fees are charged are as follows:—

#### (1) **Cost recovery**

The School will aim to set fees for each pupil at a level which reflects the cost of providing that pupil with the education, facilities and accommodation which the School seeks to provide and so that the aggregate of all fees and other income receivable in any one year exceeds all revenue costs, including depreciation, irrecoverable VAT, discounts, Bursaries etc., by a margin of 3%.

The School will also seek to recover the cost of all extras and extra services provided for pupils, including the administrative cost of such provision. Thus 6e and 5e pupils incur a supplement to cover the considerable additional costs of CNED programme.

#### (2) **Cross-subsidy**

In general, there should be no cross-subsidy between the fees charged for one pupil or group of pupils and another, although it may be accepted that some years during a child's education in the School, or some categories of pupil, are charged at a lower relative rate than others, especially if the differential contributes to the overall welfare of the School by enabling the School to achieve viable numbers in a particular year or category of pupils. Thus Pre-Prep pupils contribute less per capita to overall central administrative costs, than pupils in the Prep School, and pupils in Year 3 pay somewhat less per term than those in Year 4.

#### (3) **Discounts**

Within the scope of the cost recovery principle, some formal discounts are made.

Where any of the following discounts apply, it applies wherever in the School the child is at any one time, so that the School includes the Pre Prep.

##### (a) **Staff children**

Every full-time permanent member of staff who is the parent of any child *in statu pupillari* in the School, shall, while both parent and child are at the School, be entitled to a discount of 50% of the day fees for the child's year group. Part-time permanent members of staff are entitled to the same discount on a pro rata basis. Where a couple are employed by the school, the overall discount is capped at 75%.

##### (b) **Armed Forces and Church of England Clergy**

An allowance against fees will be made in respect of any pupil whose parent is in the Armed Forces of the Crown or is an ordained minister of the Church of England. The allowance will be 40% against boarding or day fees, which are applicable to that pupil's position in the School.

(c) **Siblings**

An allowance against day fees will be made in respect of any pupil whose elder sibling is in the Pre-Prep or Prep School. The sibling discount will be at the rate of 10% for the second child and 15% for the third child. In the event of there being a fourth child in the School, the allowance for that child will be at the rate of 25%.

Sibling discounts are not available to children in the Nursery unless they are full time.

Where more than one discount would otherwise apply, the most valuable only shall be allowed, but any discount may be supplemented with assistance towards fees under the Bursary Policy.

(4) **School fee payment options**

School fees are due for payment termly in advance on or before the 1<sup>st</sup> day of term and the following payment options are available:

- Bank transfer directly to the schools bank account.
- Cheque made payable to Northbourne Park School
- Payment Plan by Direct Debit. Please contact the Bursar if you would like to arrange to pay your fees by this method. Payment plan arrangements are effective from the date both parties have confirmed their consent in writing thus formally adhering to the terms and conditions mutually agreed. The plan must be agreed and in place before the 1<sup>st</sup> day of term.
- Childcare vouchers are offered by some employers. We accept these vouchers as part payment towards Nursery fees, Early and Late Service charges , Boarding fees and extra curricular activities. Please contact the Bursar to advise who the voucher provider is.

(5) **Late Payments**

Unless a payment plan has been pre arranged, all late payments will automatically attract a 5% charge per calendar month on the outstanding balance in addition to any recovery charges.

| Author | Issue date | Review date | Purpose           | Scope            | Version | Agreed by |
|--------|------------|-------------|-------------------|------------------|---------|-----------|
| TB     | June 13    | July 2015   | Financial Control | Bursarial Office | 4       | F&GP      |
| TB     | Dec 2015   | Jan 2017    | Financial Control | Bursarial Office | 5       | F&GP      |
| TB     | April 2016 | March 2017  | Financial Control | Bursarial Office | 5       | F&GP      |