



DOLLAR ACADEMY

BURSAR'S OFFICE

FEES AND PAYMENT INFORMATION SESSION 2023/2024

The following information is also being emailed to all families, together with the relevant forms for completion and return.

Dollar Academy's Bursar's Office is responsible for managing all aspects of school fees, supplemental charges and related finance matters. We can be contacted by phone on 01259 740513.

Our fees team

Justin Wilkes	Bursar	bursar@dollaracademy.org.uk
Graeme Morrison	Head of Finance	morrison-ga@dollaracademy.org.uk
Rachel Scobie	Finance Administrator	scobie-r@dollaracademy.org.uk
Marion Campbell	PA to the Bursar	campbell-m@dollaracademy.org.uk

Members of the team are available all year round and will be happy to help if you have any questions or concerns. In the first instance, please contact our Finance Administrator, Rachel Scobie: scobie-r@dollaracademy.org.uk

Please read this document carefully, as it contains important dates and information on how to pay the school fees, and a reminder of your obligations and responsibilities under the Contract you have signed with the Academy. For example, the payment of fees is contractual and we advise you to read clauses 2, 3 and 4 of the Parent-Academy Contract.

Fees are annual; to enable families to spread the cost and manage their finances, we subdivide the total annual fee into 9 equal instalments for direct debit payers, and 3 terms for all others. **Manual termly payments must be made by, or on the first day of the term for which they are due.**

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ANNUAL SCHOOL FEES and PAYMENT INFORMATION SESSION 2023/2024

Parents and carers are reminded that fees are annual. To enable families to spread the cost and manage their finances, we sub-divide the total annual fee into 9 instalments for direct debit payers, and 3 terms for all others. These are the annual fees for session 2023/2024:

	Tuition Fees	Full Boarding & Tuition Fees	Weekly Boarding & Tuition Fees
PREP	£12,483	£34,407	£32,292
JUNIOR	£14,337	£36,261	£34,146
SENIOR	£16,677	£38,601	£36,486

Other charges

- Music Tuition: Information is available from Instructors/Music Department
- Dancing Tuition: **£39** per term
- Piping and Drumming Tuition: **£259.90** per term
- Shooting Tuition: **£65** per term
- CCF: **£85** per session
- School Lunch: **£4.50** for a three-course meal
- Books on Loan: books loaned from departments must be returned as directed by those departments each session, otherwise the full cost of replacement will be charged to fee accounts. There are no exceptions, and late returns will still be charged.

Fee accounts / electronic billing

Fee accounts, giving details of all charges for the Autumn, Spring and Summer terms, will be emailed to you during August, December and March, respectively. If you are a new parent/carer, or an existing parent/carer who has not already done so, please complete the Electronic Billing form, which is being emailed to you, with the email address or addresses to which fee accounts should be sent, and return it to Rachel Scobie by **14 July 2023** scobie-r@dollaracademy.org.uk

How to pay the fees and who can pay them

Each person who has signed the Contract is liable jointly and severally for the fees and ONLY Contract signatories may make fee payments to the school, unless the Academy has expressly agreed in writing with the Contract signatory or signatories that another person will pay the fees or any part of them – Contract clause 3.3. If you wish to have the terms of the Contract varied to enable a third party to pay the fees please email the Bursar, Justin Wilkes, to request permission: bursar@dollaracademy.org.uk

Please also read clause 2.3 on Financial Sanctions Regulations and Anti-Money Laundering.

The payment of school fees is contractual - Parent-Academy Contract clauses 3.6 and 3.7 - and there are three ways in which you may pay:

- by direct debit, 3 instalments per term;
- in full by the beginning of each session;
- in full for each term, by the beginning of terms.

Whilst we can accept payment for the whole session in advance, there is no discount for prepayment and we are unable to accept any more than one session's fees in advance.

Paying by direct debit – UK bank accounts only

We kindly request that all parents with UK bank accounts pay the school fees by direct debit. All **new parents/carers**, and **existing parents/carers who have not previously signed up** to the direct debit scheme, should complete the mandate, which is being emailed to you, and return it to Rachel Scobie by **14 July 2023**: scobie-r@dollaracademy.org.uk

For parents with a child or children already attending the Academy, who are currently in the direct debit scheme, no further action is required, as the previously completed mandate continues to operate - even for any other siblings who may enrol; however, it is essential that you do not cancel the mandate when an older sibling leaves the school.

Direct debits will be taken on, or shortly after, the following dates:

- | | |
|---|--|
| <input type="checkbox"/> AUTUMN TERM 2023 | 7 TH SEPTEMBER; 6 TH OCTOBER; 7 TH NOVEMBER |
| <input type="checkbox"/> SPRING TERM 2024 | 12 TH JANUARY; 7 TH FEBRUARY; 7 TH MARCH |
| <input type="checkbox"/> SUMMER TERM 2024 | 8 TH APRIL; 8 TH MAY; 7 TH JUNE |

Each direct debit payment will constitute one third of the termly tuition/boarding fee. Additional charges - e.g. co-curricular charges or expenditure incurred by boarders etc. - will be debited **in full** on the **7th of September, 12th of January and 8th of April**. Failed direct debits will incur a £20 charge. You should be aware that, depending on the circumstances, should you regularly default on your direct debit payments you may be required to leave the scheme and revert to paying fees in full at the beginning of each term. If, in the future, you need to stop paying fees by direct debit, we will require at least seven days' notice before the next payment is due to stop the payment being taken.

Paying the fees each term

For overseas families, and UK families who, for whatever reason, are unable to sign up to the direct debit scheme, the fees for each term **must be paid in full, by cheque or by bank transfer, to have cleared on, or before, the first day of the term for which they are due**. We are unable to accept cash or credit card payments. The full termly fee must be paid and cleared by:

- | | |
|---|-------------------------|
| <input type="checkbox"/> AUTUMN TERM 2023 | 24 TH AUGUST |
| <input type="checkbox"/> SPRING TERM 2024 | 9 TH JANUARY |
| <input type="checkbox"/> SUMMER TERM 2024 | 17 TH APRIL |

Cheques - should be made payable to Dollar Academy

Bank/internet transfers - the Academy's bank details are being emailed to you

Overdue fees

- **Refusal to allow your child to attend the Academy:** we shall be entitled to refuse to allow your child to attend the Academy while fees remain unpaid - Contract clause 3.7.
- **Interest charges:** we shall be entitled to charge compound interest at the rate of 2% per calendar month on all late payments - Contract clause 3.7. Additionally, late payments may be referred to our solicitors for collection and in that event, you will be liable for all associated legal costs.

Part-term payments

For pupils who join the Academy more than one month after the commencement of any term, fees for the remaining part of that term will be calculated on a standard pro rata basis. Details of fees for short term boarding can be obtained from the Bursar, subject to the availability of accommodation.

Notice of withdrawal/fees in lieu of notice

Should you decide to withdraw your child from the Academy, you must write to the Rector and the Bursar giving one full term's notice. Where contractual notice of one full term is not given for a child being withdrawn from the Academy, **a full term's fees in lieu of notice will be charged** – please read Contract clause 2.2 & clause 4 for precise notice deadlines. In the case of a pupil being unexpectedly withdrawn prior to the end of a term, for whatever reason, no refund of fees will be made for that term, and fees in lieu of notice regulations will also apply.

ParentPay

The Academy operates ParentPay, an online system for schools, which enables parents and carers to pay for school trips and activities online, using a debit or credit card. Letters containing activation usernames, passwords and set-up instructions will be provided to all parents/carers shortly.

School lunches must be paid for using ParentPay and **it should be noted that the ParentPay school lunch account runs on a pre-paid or credit basis, and your account must be regularly topped up and kept in credit.**

Discounted fees for families who qualify

Sibling fee remission on tuition fee / day and boarding **

Where more than two siblings of the same family attend the Academy concurrently, tuition fees for the third child (and subsequent children) will be reduced. Where the children concerned are boarders, the reduction will be applied to the tuition element of the fee only. Where siblings are not admitted to the school in chronological order, the remission is applied to the youngest child/children. For new families applying for the first time after 23 November 2016 to enroll their children, the level of remission on the tuition fee will be 25%.

Remission on day & boarding fees for full time serving members of HM Forces **

The children of HM Forces families are eligible for a 20% reduction on the full boarding and/or tuition fee, as appropriate. Contact should be made with the Bursar's Office to expedite the claim. At least one parent must be a full-time serving member of HM Forces, and documentary evidence of this will be required. Please note that the Reserve Service does not qualify.

Fee remission for the families of Foreign & Commonwealth Office Staff and for British Council Staff / boarding only **

We shall also offer fee remission to the families of Foreign & Commonwealth Office employees, and British Council employees, whose children take up a boarding place at Dollar. Remission of 20% will be applied to the boarding element only of the fees. As described above, we shall require documentary evidence to support a claim for remission.

*** Please note that only one form of remission may apply at any time.*

Sickness absence / insurance

Regrettably, the Governors are unable to consider requests for refunds of school fees in cases of sickness absence. You may, if you wish, take out a private policy to cover such an eventuality.

Alternatively, the school has arranged optional cover through PIB Insurance Brokers. For full details and an application form please contact Rachel Scobie: scobie-r@dollaracademy.org.uk

School closure

Should the school be forced to close, as the result of, for example, pandemic or epidemic disease or major structural damage, all efforts will be made to ensure that education continues with minimal disruption. However, fees cannot be refunded.

Insurance of personal effects

The school's Governors cannot accept responsibility for loss of, or theft of, or damage to personal belongings in school, in the boarding houses or on school trips, including overseas trips. You are advised to consult your own insurers on the subject of all risks cover for your children's personal effects.

The insurance of Items on loan from the school, including musical instruments, is the responsibility of parents/carers.

Personal accident insurance

The school provides personal accident insurance for pupils and details can be found [here](#).