

The Bursar's Office

Fees & payment information for session 2024/2025

Dollar Academy's Bursar's Office is responsible for managing all aspects of school fees, supplemental charges, ParentPay, and related finance matters. We 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 or call 01259 740513

Please read this document carefully, and in conjunction with the relevant sections of the Parent-Academy Contract. You will find Important dates and information in this document on when and how to pay the school fees. The payment of school fees is contractual and, unless otherwise approved by the Academy, we can accept fee payments only from Contract signatories.

Normally, we are unable to agree to payment arrangements that depart from the Contract terms, and it is essential, therefore, that you engage with us if any issues arise concerning fee payments so that we may delay taking action to recover unpaid fees.

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Tuition and boarding fees for session 2024/2025

Tuition Fees Full Boarding & Tuition Fees Weekly Boarding & Tuition Fees

	Tuition Fees	Full Boarding & Tuition Fees	Weekly Boarding & Tuition Fees
PREP	£13,104	£36,126	£33,903
JUNIOR	£15,057	£38,079	£35,856
SENIOR	£17,514	£40,536	£38,313

Other charges

- o Piping and Drumming tuition: £270 per term
- o Shooting tuition: £70 per term
- o CCF fee: £90 per session
- o School lunch: £4.75 for a three-course meal
- o 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, to an email address you provided when enrolling your child.

Who can pay the school fees

Each person who has signed the Contract is liable, jointly and severally, for the school fees and ONLY Contract signatories may make fee payments to the school, unless the Academy has agreed with the Contract signatory or signatories that full or partial fees may be paid by a third party – normally a grandparent or employer. The Academy is entitled to reject payments received from any parties who are neither a signatory to the Contract nor a third party with whom we have a written agreement.

If the fees need to be paid by a third party, you must contact us to arrange a formal letter of agreement to be sent to you and the designated third party. Please note that this will not discharge your responsibility as the Contract signatory, unless and until we agree otherwise in writing.

Please also read clause 2.3 of the Contract on Financial Sanctions Regulations and Anti-Money Laundering. Under Financial Sanctions Regulations and UK anti-money laundering law, we may be required to gather information about the identities of anyone who makes payments to the Academy. The Academy will have no liability for the consequences of our compliance with relevant laws and regulations.

How to pay the school fees

The payment of school fees is contractual - Parent-Academy Contract clauses 3.6 and 3.7 - and there are four ways to pay:

- by direct debit, 3 instalments per term.
- in full for each term, payable no later than the first day of the relevant term.
- in advance for one academic session, payable by the first day of the session, without discount.
- in advance, for a minimum of two academic sessions, and for as many sessions as you choose, with discount.

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 and existing parents who have not previously signed up to the direct debit scheme should complete the mandate provided and return it by 15 July 2024 to Scobie-R@dollaracademy.org.uk

For parents with a child or children already attending the Academy, who currently pay by direct debit, no further action is required, as the previously completed mandate continues to operate. Please do not cancel the mandate when an older sibling leaves the school.

Direct debit payments will be collected on, or shortly after, the following dates:

- | | |
|---|------------------------------------|
| <input type="checkbox"/> AUTUMN TERM 2024 | 9 SEPTEMBER; 7 OCTOBER; 7 NOVEMBER |
| <input type="checkbox"/> SPRING TERM 2025 | 14 JANUARY; 7 FEBRUARY; 7 MARCH |
| <input type="checkbox"/> SUMMER TERM 2025 | 7 APRIL; 8 MAY; 9 JUNE |

Each direct debit payment will constitute one third of the termly tuition/boarding fee. Additional charges, such as co-curricular costs or expenditure incurred by boarders, will be billed to you in arrears on 9 September, 14 January and 7 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 we may ask you to pay the term's fees, in full, manually by the beginning of each term.

If you wish to stop paying fees by direct debit at any point, we will require at least seven days' notice before the next payment is due.

Paying the fees each term or session

For overseas families, and UK families who, for whatever reason, are unable to pay by direct debit, the fees for each session or term **must be paid in full by bank transfer, to have cleared in the school's bank account on, or before, the first day of the session or term for which they are due.** We are unable to accept cash or credit card payments.

Fees must be paid and cleared in our account by:

- | | |
|---|---|
| <input type="checkbox"/> AUTUMN TERM 2024 | 22 AUGUST [for the term or the session] |
| <input type="checkbox"/> SPRING TERM 2025 | 8 JANUARY |
| <input type="checkbox"/> SUMMER TERM 2025 | 15 APRIL |

The Academy's bank details are included in the version of this document that was emailed to you. Alternatively, please email or call to request these details: Scobie-R@dollaracademy.org.uk

Paying fees in advance

Our fees in advance (FIA) scheme enables us to accept a minimum payment of two years' fees in advance, or a payment for as many years as you choose. Annually, there will be a specific window of time to join the scheme. For session 2024/25 this will be from 1 June until the end of the summer term on 26 June 2024. The discount rate will initially be set at 1% of the annual school fees. The rate will be cumulative and applied to each year's fees, commencing in year two. Please note that once the FIA payment is made, the discount rate will apply for the entire duration of the arrangement secured by that payment. The discount rate will be subject to review on an annual basis by the Board of Governors. Only tuition and boarding fees for full academic sessions may be paid in advance.

For further information, and to join the scheme: feesinadvance@dollaracademy.org.uk

Overdue school fees and supplementary charges

Although we are unable to agree to payment arrangements which deviate from the Contract, it is essential that you contact us if payments are likely to be late. This allows us to delay taking action to recover fees.

If fee accounts do fall into arrears and you do not contact us or respond to our communications, we are entitled to take action to recover unpaid fees and charges:

- **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
- **Referring debts to the school's solicitors:** we reserve the right to refer cases of unpaid fees to our solicitors for collection and have the legal costs added to the debt.

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

If you wish to withdraw your child from the Academy, a full term's notice is required. Notice requirements are set out in clause 4.1 of the Contract. A written notice of withdrawal, signed by each signatory to the Contract, should be emailed to the Rector and the Bursar. If there is a Court Order in place, which requires the removal of your child from the Academy, this may be provided by one Contract signatory.

Fees charged in lieu of contractual notice

Where contractual notice of one full term is not submitted for a child being withdrawn from the Academy, **one 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

School trips and activities:

ParentPay is a cashless payment system designed for schools. You will be able to pay for trips and events for your child by debit or credit card. Letters containing activation usernames, passwords and set-up instructions will be provided to all parents shortly.

School lunches:

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 fees / day and boarding pupils **

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 fees only **

We 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 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, and fees cannot be refunded.

Insurance of personal effects and items loaned by the school

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.

Personal accident insurance

The school provides personal accident insurance for pupils and details will be provided by the Bursar's Office.