

## **Mount Sackville Secondary School Fee Policy**

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

When parents send their daughters to Mount Sackville they accept the obligation to pay the school fees in accordance with the terms set out below. The Board is aware that the vast majorities of parents meet their obligations in this regard but is also conscious of some instances where the payment policy may be abused.

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

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

### **DEPOSITS**

All deposits paid in respect of fees are non-refundable.

### **FEE PAYMENT**

Parents will be invoiced for fees in June and November and payment must be made within one calendar month of date of invoice.

### **COLLECTION POLICY**

The procedure set out below will be followed in the event of late or non payment of fees/extras. No approaches will be made to students in respect of fees.

**After one month:** Letter sent from Bursar's Office

**After two months:** Second letter sent from Bursar's Office requesting payment or a response for consideration by the Bursar in consultation with the Finance Committee

**Two months plus:** See Arrears 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 Bursar and the Principal 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.

A student will never be approached in relation to payment or non payment of fees by any member of the Board or any member of the staff of Mount Sackville Secondary School.

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

The Board of Management, where it considers it appropriate, reserves the right to inform parents/guardians with fee arrears that the student shall not be permitted to return to the school for the start of a new term unless the fees are paid up to date.

Decisions to withdraw a student from the school will be communicated to the parents/guardians one month before the end of the term in question, to allow sufficient time to make alternative arrangements for the student.

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/guardians.

The Board reserves the right to pursue all means at its disposal to secure payment of fees.

#### **STUDENTS LEAVING DURING THE SCHOOL YEAR**

If a student leaves during the school year, without giving three months notice in writing, they will not be entitled to a refund of fees already paid. Any refunds granted will be on a pro rata basis.

*Sanctioned by the Board of Management November 2012*