

Policy	Payment of Fees		
Reviewer	Mrs Carolyn Ferguson, Bursar		
Reviewed Changes	20 July 2023 20 September 2021	Next review	Summer Term 2024

In consultation with the Board of Governors and CYPES, the fees for Victoria College (VC) and Victoria College Preparatory School (VCP) are subject to an annual review each Spring Term in advance of the next academic year.

SCHOOL FEES

School fees should be paid in full on or before the first day of each term. The fees should be paid by monthly direct debit commencing 1 June annually.

Monthly direct debits are deducted automatically from your nominated account on the first of each month, or the following working day if it falls on a weekend or Public Holiday:

TERM	PAYMENT 1	PAYMENT 2	PAYMENT 3	PAYMENT 4
Autumn	1 June	1 July	1 August	1 September
Spring	1 October	1 November	1 December	1 January
Summer	1 February	1 March	1 April	1 May

All applicants for entry, and continuing attendance, are subject to the ability of parents to meet the fees and their agreement that they are jointly and severally liable for any school fees invoiced relating to VC and VCP.

For the avoidance of doubt, the termly fees are not subject to deduction in the event of school closures/reduced service (whether due to inclement weather, industrial action or other reasons). No liability is accepted in relation to any costs howsoever arising in the case of school closures/reduced service.

OUTSTANDING PAYMENTS

Parents who do not settle their accounts in full, on or before the first day of term, will be given a further opportunity to do so, including the option of a repayment plan. Whilst each case is considered on an individual basis, the usual process for the collection of VC and VCP school fees is set out as follows:

- Invoices are raised at least two weeks in advance of the first payment due for each term.
- Invoices must be settled within 30 days of issue.

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- Invoices remaining unpaid 40 days after the start of term will trigger a notification advising the parent/guardian that the student's place will be forfeit at the end of the term unless;
 - the debt is settled in full, or
 - a repayment plan for the outstanding balance is agreed with the Bursar, with full adherence to the commitments entered into, or
 - a bursary is applied for, approved and put in place by VC or VCP.
- Should fees remain outstanding, and no payment plan or bursary have been agreed by the half term, then the parent/guardian will be notified that the student's name will be removed from the school roll at the end of the term and the debt will be referred to the Petty Debts Court. In these circumstances, parents are responsible for contacting the Children Young People Education and Skills Department (CYPES) to arrange alternative schooling for their child.
- The Headteacher will contact CYPES to effect the removal. This is obviously a last resort and VC and VCP will take all reasonable steps to avoid this situation occurring.

FINANCIAL ASSISTANCE

Temporary Assistance

VC and VCP operate a limited means tested bursary scheme and are able to offer temporary financial assistance to those unable to meet their commitment in the short term due to a change of circumstances e.g., unemployment, bereavement or illness. Bursary application forms are available from the Admissions Officer. It is vital that parents seeking short-term assistance complete and return their bursary forms to the school swiftly, together with any supporting evidence required.

Long Term Assistance

Long term financial assistance is available, on a means tested basis, from both VC and VCP and also a number of charitable trusts. Long-term awards are made during the Spring and Summer Terms for the following September. They are subject to annual review and may be adjusted according to changes in income and circumstances. Where a parent's financial circumstances remain unchanged, the College or charitable trust would normally expect to continue supporting a student throughout their school career. Application forms for long-term bursaries are available from the Admissions Officer.

CASH PAYMENTS

VC and VCP are not able to accept cash payments for school fees. Parents who require this facility are able to pay cash at the States Treasury Cashiers Counter, Philip Le Feuvre House. Nominal cash payments for small sundry items can be accepted at the school. We would discourage students having large sums of cash in school at any time.

NOTICE PERIOD

Parents are required to give a full term's notice of their intention to withdraw a student. Failure to provide sufficient notice will incur a charge of the full fees for the following term. For the avoidance of doubt, formal notice must be received by 6 p.m. on the first official day of the final school term for the student, irrespective of whether this is classed as an INSET day for the school.

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