VICTORIA COLLEGE
EST 1852

Policy	**Payment of Fees**
Reviewer	Dr Gareth Hughes, Headteacher
Last Reviewed Changes	Autumn Term 2026

The fees for Victoria College (VC) and Victoria College Preparatory School (VCP) are subject to annual review in the Spring Term. Fees are increased as required in September each year following consultation with the Board of Governors and the Government of Jersey. The Board of Governors will advise parents of the new fee 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 over twelve months commencing 1 June annually.

Monthly direct debits are deducted automatically from your nominated account on the first day of the 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 applications 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, may be given a further opportunity to do so, including the option of a repayment plan if required. It should be noted that failure to settle the school fees promptly may result in the student's place at the school being put at risk and the debt being referred to the Petty Debts Court.

It should also be noted:

- Entry to the Sixth Form is based on all current VC fees being paid at the end of academic year of Year 11. Any outstanding debt will result in the Sixth Form place being withdrawn.

- Entry to VC from VCP is based on all VCP fees being paid at the time of leaving VCP. Any outstanding debt will result in the VC place being withdrawn.

FINANCIAL ASSISTANCE

Financial assistance is available, on a means tested basis, to students from both VC and VCP. Awards are usually 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. Emergency awards can also be made mid-year in exceptional circumstances. Application forms for bursary support are available from the Admissions Registrar.

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. Notice must be given in writing to the Headteacher, if by email to htpa@vcj.sch.je.**

A full term's written notice of withdrawal is required as the College commits to staffing, curriculum provision, support services, and other educational resources in advance based on confirmed pupil numbers and incurs associated costs. Where the required notice is not provided, the College may be unable to adjust these commitments or fill the vacant place in time for the following term, which would result in a financial loss to the College. The notice requirement therefore enables the College to manage its educational and financial resources effectively and maintain continuity of provision for all students.

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