



CLONGOWES
CLONGOWES WOOD COLLEGE SJ

SCHOOL FEE POLICY

2020/2021

School Fees for the following academic year will be advised by the Headmaster after the Board of Management meeting in May and are available on the College website.

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

When parents send their sons to Clongowes, they accept to undertake to pay the school fees in two moieties (July 31st and January 1st) or by direct debit arrangements spread over eight months of the school year. The Board is aware that the vast majority of parents meet their obligations in this regard but is also conscious of regular instances where the payment policy is being abused.

In the interests of fairness to those many families who do pay promptly, the Board believes, on 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 cooperation.

PAYMENT OPTIONS

Parents will be invoiced for school fees in June (50%) and December (50%) and payments can be made via bank transfer, bankers draft, cheque and standing order. For those not paying in full on receipt of invoice, the Board of Management have introduced two options designed for their convenience:

Direct debit in two fee instalments – to be paid on 31st July and on 1st January each year.

Payment for extras will be debited to parent accounts in October, December, March and June.

Direct debit in eight fee instalments – to be paid on the last day of each month from 31st July to 31st October and from 31st January to 30th April.

Payment for extras will be debited to parent accounts in October, December, March and June.

An interest/administration charge of €250 is built into the eight instalment option.

Bank transfers should be made to Clongowes Wood College, Account No. 29295009, Sort Code 90-12-39, BIC/Swift BOFIE2D, IBAN IE98BOFI90123929295009.

At least a full school term's notice must be given in writing prior to the removal of a pupil, in default of which the term's fees will be payable.

DISCOUNTS

A brothers' discount is available as follows

- A. Where there are two boys from the same family in Clongowes at the same time, a discount of 7.5% of the fee will be allowed against the **second boy's fee** (discount rate subject to change).
- B. Where there are three or more boys from the same family in Clongowes at the same time, a discount of 10% will be allowed against the **second boy's fees** and a discount of 20% will apply to the **third and subsequent boys** (discount rate subject to change).

REGISTRATION AND DEPOSITS

A registration fee is payable upon submission of an Application form. This fee is payable by cheque or bank transfer.

A Deposit is payable when an offer of a place is accepted. The deposit is non-refundable should the place be accepted and the student subsequently not attend the school or if he is later withdrawn. The deposit is payable by cheque or bank transfer. Half of the deposit is allowed against the first invoice and the remainder is returned upon settlement of final invoice in Rhetoric Year.

COLLECTION POLICY

Fees for the first term are due on 31st July and for the second term on 1st January and should be paid in full, unless arrangements have been made to pay school fees under the direct debit options.

Interest will be charged at a rate of 1% per month on all overdue fee accounts.

All fees due are to be paid prior to the student presenting at the start of a new school year or on returning to school following the Christmas/Easter break.

The Director of Finance & Administration (DFA) will make all relevant information concerning cases of late or non-payment of fees available at each Finance Committee meeting and Board of Management meetings.

If fees are not paid on the date on which a student leaves the College, the account will be considered to be in default. The DFA will send a letter stating that the College intends to take legal action to recover outstanding fees, and if there is no satisfactory response, the matter will be referred to the College's legal representatives for that purpose.

ARREARS MANAGEMENT

The following arrangements will apply to situations involving the late or non-payment of school fees within a particular school term.

The Chair of the Finance Committee and DFA, in consultation with the Headmaster, will consider all instances of fees in default and decide the basis on which this Fee Policy will be implemented in respect of these cases.

The College 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, may be considered by the College. The Headmaster, Finance Committee and Board will be kept informed of all relevant developments.

In accordance with Board of Management stated policy, the College will, where it considers it appropriate, inform parents with fee arrears that boys shall not be permitted to return to the College for the start of a new term unless the fees are paid up to date or special arrangements have been agreed to secure payment of fee arrears.

Decisions requiring the withdrawal of students from the College will be communicated to the parents one month before the end of the term in question to allow sufficient time to make alternative arrangements for the student.

NOTICE PERIOD

Withdrawal

Parents must give a full term's written notice before withdrawing a student from the College or a term's fees will be payable in lieu. For the Academic Year 2020/21 the term dates are:

Term 1: 31st August 2020 to 18th December 2020

Term 2: 5th January 2021 to 26th March 2021

Term 3: 11th April 2021 to 4th June 2021

Cancelling Acceptance

Three months written notice is requested if parents cancel their acceptance of a place prior to their son entering the College. Any deposit already paid will not be refunded.

SCHOOL TRIPS

Trips must be paid in advance or paid directly to an external Travel Agent when instructed. The College reserves the right to withhold permission for any student whose account is in arrears to participate on trips organised by the school unless a payment plan has been agreed in advance and a Direct Debit mandate completed.

If a payment for a trip is received and there are fee arrears on an account, the amount will be automatically allocated towards the account arrears until a payment plan has been agreed and a Direct Debit mandate completed.

All deposits paid for School Trips are non-refundable unless the trip is cancelled by the School. If a student has paid a deposit for a trip but has not paid the remainder of the amount owing prior to the commencement of the trip, the student will not be permitted to travel.

TRANSITION YEAR

In addition to the normal school fee, additional charges are foreseen in Transition Year. These are outlined in the Parent Information Booklet which is available on the College website.

If in exceptional circumstances parents wish to withdraw their son for Transition Year, the following charges apply in order to retain the student's place for Poetry: 50% of the annual school fee is payable in June of Grammar year followed by a non-refundable deposit approximating the first moiety of Poetry fees in January of Transition Year. There will be no reduction in fees for students who go on exchange or take a shorter leave of absence during the year.

FEE PREMIUMS

A fee premium is payable in the following circumstances:

- students with English as a second language;
- students entering the school at Senior Cycle only (Senior Cycle begins at 5th Year);
and
- Short stay students.

The level of fee premium applicable is available on the College website.

This policy has been reviewed by the Board of Management in August 2020 and will be reviewed annually.



29th August 2020

Mr. Peter Gray
Chair, Board of Management