

FEES POLICY 2011 – 2012

AIMS

- Elmfield School is seeking to find ways to provide Steiner Waldorf education for pupils from as wide a range of economic backgrounds as is possible, within the prevailing circumstances.
- It is the wish of the School that no child should be excluded from receiving this form of education due to short-term financial considerations alone. The School endeavours to be as accommodating as possible to the specific financial circumstances of parents, however, a reasonably healthy income is essential to fulfil our broad educational tasks. We therefore expect parents to see their financial contributions to the School as a top priority.
- Elmfield offers the possibility of deferred fees and there is a small quota of assisted places.
- The Eileen Hutchins Bursary Fund is a small independent fund able to offer limited support to some parents. Forms may be collected from the School office. The closing date is normally the end of April each year for the following academic year.

Elmfield School relies wholly on its income from tuition charges. The following arrangements are in place:

Basic Tuition Charges: These are payable termly in advance by the end of the first full week of term, by termly Banker's Order, or by monthly Banker's Order spread over four months each term. Other arrangements are possible by agreement.

Full Charges with additional donation towards development: Parents are warmly encouraged to make an additional payment as a donation either towards general educational use, or specifically to the Eileen Hutchins Bursary Fund. Such donations can be gift aided.

Deferred Payments: Where tuition charges cannot be met in full, the balance may be deferred to be paid after the child has left the School, subject to approval by the Finance Committee. At least 65% of the full tuition charges is normally payable each year. See below.

Assisted Places Scheme:

The School has a limited quota of Assisted Places. Please approach the office for advice on availability.

DETAILS OF TUITION CHARGES

- Tuition fees listed are baseline charges and currently set at a minimal level. Parents are strongly encouraged to consider a further donation, which may be gift aided.

- The charges cover tuition, stationery, photocopies, art, crafts and handwork materials, text books (which remain school property), standard GCSE examination fees, swimming charges, performances to pupils at school, Parents Handbook, *Loose Ends* newsheet, *The Forge* Magazine. The charges cover extra lessons, remedial tuition and Eurythmy therapy as provided within the normal framework of the School's resources. Support and tuition beyond this standard provision will be charged, as will any other exceptional charges.
- Some personal items such as food ingredients for cookery lessons, pipes & recorders, maths calculators, play copies, dictionaries, personal atlases, class trips and outings will be charged.
- Pupils joining the School from Class 4 upwards may require additional tuition in English, German, French or Mathematics to enable them to reach an adequate standard. Such extra tuition will need to be privately arranged and funded.
- A non-refundable **registration fee** is payable when a pupil enters the School (Class 1 or above).
- Tuition charges are **not** refunded in the event of absence of any kind, including closure of the School due to unforeseen circumstances.
- At least **one term's notice** in writing is required when a pupil is to be withdrawn. Failing such notice, the following term's tuition fees, and any other amounts where charged, will be payable in full. In cases of the possibility of a pupil's leaving, parents or guardian's are advised to give provisional notice. **Where a pupil leaves part way through a term, fees for the whole of that term remain due.**

FINANCE INTERVIEW

Finance interviews are a part of the admission process.

Where a family's financial circumstances are such that they are unable to meet the full tuition charges, the administrator can offer advice and clarification. Parents are asked to be proactive in approaching the School in the event of any financial difficulty. The School seeks to minimise administration costs.

DEFERRED FEE AGREEMENTS (DFA)

This scheme is not normally available for children in the Early Years Department, where full charges always apply.

- Deferred Fees Agreements (DFAs) are to be viewed as a last resort when a family has exhausted all other avenues for support or grant. Parents will be asked to provide proof of income and expenditure such as benefit books, P60, bank statement or copies of audited accounts, and a confidential financial summary.
- An annual charge of **£30 per family** will be made for arranging a DFA, to be paid at the time of the interview for every annual agreement.
- DFAs expire at the end of each academic year and will be presumed to be no longer needed in the absence of a new application received before the end of June for the subsequent academic year.

- The DFA is a legally binding document which will be signed showing the deferred amount, which is the difference between the invoiced amount agreed for that year and the full charge that should apply.
- This amount, together with any such amounts from previous years, finally becomes due on the child's leaving date. At this point there will be an interview to arrange the repayment plan.
- ***The repayment is expected to be at a rate no less than the rate paid while the child was attending School. The time period for repayment should not exceed the period over which the concession applied.***
- The Finance Committee limits the overall amount of fees able to be deferred to 10% of overall fee income.
- At the School's discretion a contribution lower than the 65% of full charges may be accepted, the balance being deferred. Any such arrangement would be reviewed without any implied commitment to continue it.
- Any DFA is at the discretion of the School and is not to be regarded as a right. The decision of the Finance Committee is final.
- The School's Council of Management sets an emergency level of contribution to help parents in relatively short periods of financial difficulty. The balance to full charges is deferred. Other charges such as school trips still apply.

Emergency Contribution Rate 2011 - 2012

£790 per term	for 1st child	}	
£420 per term	for 2nd child	}	irrespective of the class the child attends
£210 per term	for 3rd & each subsequent child	}	

This may be available for **short-term** emergency situations, and is subject to a Deferred Fees Agreement.

ANNUAL REVIEW OF FINANCIAL ARRANGEMENTS

Tuition Charges are set by the Finance Committee on behalf of the Council of Management each Summer Term for implementation at the beginning of the autumn term.

Deferred Fees Arrangements are reviewed annually to take account of any changes in a family's financial circumstances. **It is the parents' responsibility to apply to the Administrator if they need to continue such an arrangement. Requests for a new academic year must be made before the end of the previous June.**

DEFAULT

- The School wishes to maintain a mutually supportive relationship with parents, ***however proactive communication in times of difficulty is essential for the School to avoid increasing administration costs.***
- ***In cases of financial difficulty, the parent is expected to be proactive in communicating with the School.***
- Parents must inform the School Administrator immediately of any likelihood that they will be unable to meet their financial commitments to the School. **An Administration Charge of £60 will be made where payments are late or stop without prior communication with the Office, or where more than one reminder is required. The School reserves the right to make this charge without notice.**
- Parents are expected to continue payment regardless of any disagreement or grievance with the School: such arrears are always treated as a default.
- Where an account is in arrears further children will not be admitted from that family.

- The reduced pre-booked and prepaid rate for After School and Afternoon Care is not available to parents in arrears.
- Where parents fail to arrange a review of any existing Deferred Fees Arrangement or to respond to such a request by the School Administrator, the parents will be invoiced full charges for the next term. Only in exceptional circumstances will these charges be negotiable in a subsequent financial interview.
- Where parents fall a term or more behind in meeting their standard or agreed financial commitments, the School will expect payment of the outstanding amount before the child(ren) can return to School for the new term. In the event that a child does return when any monies remain outstanding, the child is considered to be attending under sufferance. Parents will need to make a realistic and mutually satisfactory proposal for clearing the account and adhere to it.
- Where there is persistent failure to meet financial commitments and / or to communicate adequately with the School, parents will be asked to withdraw their child(ren) by a date set by the Council of Management in consultation with the College of Teachers.
- Steps will be taken to recover any outstanding debts, including the use of a commercial debt recovery firm. **All legal and other costs will be payable by the parents.**