



KEW COLLEGE

Policies

Kew College Payment of Fees Policy

Kew College offers some of the most competitive school fees in the area. Its Registration Form which, is signed by all prospective parents, clearly states that school fees are payable on the first day of term, one term in advance. Bills for the following term are sent out at the end of term allowing parents sufficient time to pay by the start of the new term.

Kew College's policy on late payment is as follows:

1. All late fees will be charged interest on the outstanding amount at the rate of 4%pa over Barclays Bank Base Rate from the first day of term until the date that a cheque is received in school or the date that payment reaches the school's bank account if paying through the BACS system.
2. If cleared funds have not been received on the school's bank account by the Friday before the second half term begins, the child/children will not be allowed to attend the second half of term until the fees are paid in full. The local education authority will be informed that the child is no longer attending school.

The following communications will be made to parents:

1. If accounts remain unpaid two weeks after the beginning of term, a reminder will be sent by the Bursar.
2. If accounts still remain unpaid 10 days before half term, a letter will be sent by the Bursar reminding the parent(s) that the child/children will not be allowed to attend the second half of term until the fees are paid in full. To allow funds to clear, if paying by cheque the cheque must be delivered to the school office by 9.00am of the last day of the first half of term.

Kew College does not negotiate on payment of school fees unless there are exceptional circumstances. In cases of financial difficulty the Bursar must be informed before the beginning of term and will discuss the case with the Governors before deciding on future action.