

BRAESIDE SCHOOL LIMITED

TERMS AND CONDITIONS

DEPOSIT

A deposit of £500 is payable immediately upon completion of the Entrance Form. This deposit will be deducted from the fees chargeable for the last term of attendance (or against any fees due in lieu of notice, if applicable), and is **non-refundable under any other circumstances.**

FEEES

There is a registration fee of £50 plus, where applicable, £50 assessment fee. These charges will be deducted from the first term's fees if a place is accepted.

The first term's fees, for new entrants, are payable well in advance. The school reserves the right to refuse to accept a new pupil if these fees are not paid, and to exchange information about fees with the previous school if appropriate.

Subsequently all fees, together with any extras, must be settled by the first day of the relevant term.

The school reserves the right to charge interest (currently 10%) on all overdue accounts, **and/or to exclude a pupil if fees are outstanding.**

It may be possible to arrange the payment of fees over twelve months by direct debit through Holmwoods Termtime Collections, for which there is a small charge. If this is required, application should be made to the Finance Director for the necessary documentation.

THE BASIC CHARGE INCLUDES:-

Tuition and external examination fees.

The use or provision of text and library books, stationery, scientific and technological materials, games and facilities.

AVAILABLE EXTRAS (Junior and Senior School)

Drama groups, piano and other instrumental tuition, speech training in groups or private tuition.

We require a term's notice for cancellation of any extras.

NOTICE

Parents are liable for the full term's tuition fees unless a full term's notice of withdrawal has been given in writing. The term's notice may be on a provisional basis if a move from the district or a change of school is contemplated.

Please note: If an accepted new entrant is withdrawn before the commencement of her first term a full term's notice must still be given, and the above-mentioned deposit of £500 will not be repaid.

GENERALLY

The Headmistress and Directors may, in their absolute discretion, require the removal of a pupil without a term's notice, if they consider circumstances warrant such an action. In this event no claim shall arise for the remission or return of fees paid or payable for that term.

All pupils must comply with school procedures and regulations and wear the full uniform, details of which appear elsewhere.

The school accepts no responsibility for the loss or damage of any kind to personal property.