

BRAESIDE SCHOOL LIMITED

TERMS AND CONDITIONS

DEPOSIT

A deposit of £500 is payable immediately upon completion of the Entrance Form. This deposit will be refunded after the completion of the last term of attendance (or held against any fees due in lieu of notice, if applicable), and is **non-refundable under any other circumstances**. The school reserves the right to deduct any monies outstanding by the pupil or the replacement value of missing or damaged school items from the deposit.

FEES

There is a registration fee of £50 plus, where applicable, a £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 School Fees Plan (SFP), 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. (Examination re-sits: the school will only fund one re-sit per subject, and only when recommended by the relevant subject teacher. Any re-sits requested by the parents will be charged accordingly.)

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. Extra for Homework Club.

NOTICE

Parents are liable for the full term's tuition fees unless a full term's notice of withdrawal has been given in writing. Parents are urged to give the school provisional notice should there be the possibility of a move from the district or a change of school. A full term's provisional notice ensures that fees in lieu of notice will not be charged, and that your daughter's place at Braeside will be assured until such time as your plans are finalised.

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.

FORCE MAJEURE

The school cannot be held liable for a closure of any duration attributable to reasons beyond the control of the Head Teacher and Directors.

GENERALLY

The Head Teacher and Directors may in their absolute discretion require the removal of a pupil without a term's notice if they consider circumstances warrant such 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.