

## **School Fees Policy**

### **1.0 Introduction:**

This policy should be read alongside the School's current **Fee Schedule** (local and non-nationals), which sets the applicable dollar values and payment options. In the event of any inconsistency between this policy and the Fee Schedule, the **Fee Schedule** will apply to the extent of the inconsistency.

### **2.0 Glossary:**

- **Academic Year** means the school year as published on the School Calendar.
- **Term** means each of the three (3) teaching periods in the Academic Year as published on the School Calendar.
- **Term Commencement Date** means the first scheduled day of instruction for students for that Term (as per the School Calendar).
- **Mid-Term Date** means the midpoint date published on the School Calendar for that Term.
- **First Week** means the end of the fifth (5th) scheduled school day of the Term (as per the School Calendar).
- **Business Day** means a day the School's administrative office is open (excluding weekends and public holidays).

### **3.0 Registration Fees:**

Registration fees are due upon registration of each student. Registration fees are non-refundable once paid.

### **4.0 Assessment Fees:**

Assessment fees are due prior to the assessment. Assessments for the September term will be conducted in the third term of the academic year.

### **5.0 Capital Fund:**

Once a student has been accepted to The British Academy ("Academy"), parents need to confirm their acceptance of the place offered by paying the Capital Fund. The Capital Fund is a non-refundable, one-time, per family fee and covers that student for their academic career at the Academy.

## **6.0 School Fees:**

School fees are quoted per annum; however, The British Academy facilitates payments over the three (3) school terms for Early Years, Primary to Form 4. Upon entry into Form 5 and Form 6 the Academy will ONLY facilitate Half Year Payments (TWO payments).

### **6.1 Payment Schedule:**

- i. The first term's fee for the New Academic Year must be paid as outlined in the acceptance letter.
- ii. Fees are due and payable before the start of each school term of the Academic Year, for which there are three terms.
- iii. Fees for Forms 5 and 6, are due and payable before the start of Term 1 and Term 2.

Unless otherwise stated in writing by the School, fees are due and payable in full before the start of each Term. Term fees are non-refundable once the Term Commencement Date has passed, whether or not the student attends for the full Term.

### **6.2 Foreign Currency Payments**

School fees being paid in US Dollars and Sterling Pounds (GBP) must be paid at the bank's daily foreign exchange "cash" rate. Please call the administrator for the rate at the time of paying fees.

There is a non-negotiable administrative cost of **USD\$20.00** bank charge for all transfers from non-local bank accounts. If the amount wired is incorrect it will be added to the following invoice.

The Academy reserve the right to withhold transcripts, examinations results and certificates if school fees are outstanding.

### **6.3 Sibling Discount:**

The Academy offers families with two or more children enrolled during the same term, a discount of **TT 2,000.00** per sibling per term.

## **7.0 Late Payment of Fees:**

School fees are considered late if they have not been paid by the first week in the school term.

Late payments will incur a **\$50.00 per day** administrative charge. Parents are urged to communicate with the school administration should they not be able to settle the fees in a timely manner. The Academy may, at its discretion, waive or reduce late payment charges where parents have communicated promptly and entered into an agreed payment arrangement. Where fees remain outstanding, the Academy reserves the right (after written notice) to suspend a student's attendance until outstanding fees are paid or a written payment arrangement is in place.

### **8.0 Admission / Departure during the term or Academic Year**

If a student is admitted after the commencement of the school term, parents are liable for a full term's fees unless the student is admitted after the half term, in which case parents will be charged for half of the term's fees. Where a student is withdrawn during a term, no pro-rata refund applies. Any exception is at the sole discretion of the Board and must be approved in writing.

Parents must, in writing, provide the Academy with at least one (1) months' notice of their intention to withdraw their child from the Academy either during the term or before the commencement of the following term. If withdrawal notice is given at least one (1) month before the start of a new term, fees for the upcoming term will not be charged; however, fees already paid are not refundable.

The Academy reserves the right to withhold transcripts, examination results and certificates if inadequate or no notice is provided to the school administration.

### **9.0 Acceptance of Terms**

By enrolling a student and/or paying any fee, parents/guardians acknowledge and accept the School's published policies, including this School Fees Policy and the Fee Schedule, as updated from time to time.