



# Mount Anville Montessori Junior School Mount Anville Secondary School

## School Fee Policy

### Introduction

Mount Anville Montessori Junior and Mount Anville Secondary Schools are not-for-profit fee-paying schools. School fees are the primary source of income of Mount Anville Secondary School and Mount Anville Montessori Junior School. The Schools' Boards of Management set the fees annually. This policy supersedes any previous policy or arrangement for payment of school fees.

### Acceptance of Terms and Conditions

In sending their children to the school, both parents/guardians (as appropriate) accept the obligation to pay the fees in accordance with the terms set out below.

**Acceptance of an offer of a place in either or both schools implies acceptance of these fee terms and conditions.**

The timely payment of school fees, when due, as per the terms and conditions, is crucial to the financial health of each school, controlling the finances of the school and planning for the future needs of each school.

No student shall have the right to remain a student in either school or progress from Mount Anville Montessori Junior School to Mount Anville Secondary School where fees remain unpaid.

### Application Fee

#### Mount Anville Montessori Junior School

A non-refundable application fee of €120 is payable on submission of an application form for Mount Anville Montessori Junior School. This administration charge is towards the administrative cost of processing an application and includes applications in respect of any siblings that apply subsequently to Mount Anville Montessori Junior School. Consideration by the school of an application for enrolment is subject to payment of the application fee.

### Deposit

A non-refundable / non-transferable deposit is due on acceptance of a place.

Offers for places will be communicated to the parents/guardians of those to whom a place has been allocated.

Confirmation of acceptance confirms acceptance of the current Fee Policy. Any offer of a place is subject to payment of the non-refundable / non-transferable deposit.

The non-refundable / non-transferable deposit charged is:

- €1,000 for Mount Anville Montessori Junior School
- €1,000 for Mount Anville Secondary School

### Absence from School / attendance at another School for any part of the year

Fee refunds or deductions will not be made in respect of students who, for whatever reason, are absent for any period of time during the school year.

Admission and continued enrolment in the school is contingent upon the fees for each student being discharged in a timely manner. The school reserves the right to exclude any student whose fees have not been paid **in full**, irrespective of attendance levels in any given academic year.

- No fees will be refunded if the school is forced to close for any reason, including but not limited to closure for as directed by the Department of Education and Skills, or other Government agency or department.
- No reduction can be made for temporary absence or if for any reason a student leaves during the school year, fees for that academic year are payable in full. Should a student leave the school for any part of an academic year, fees for the full year are payable in full.

Should a student start after the commencement of the school term, **full** fees are due on offer of a place.



# Mount Anville Montessori Junior School

## Mount Anville Secondary School

### Mount Anville Montessori Junior School

In the first year of entry to Mount Anville Montessori Junior School, due to age eligibility where a child cannot start the school until after the Christmas break, the fees for that child will be charged at 50% for that first academic year only.

### Family Discounts

There is a reduction of €1,000 a year for the third student in a family that all attend in the same academic year. A further reduction of €250 is applied for the 4<sup>th</sup> and any additional child within the same family, attending either or both schools within the same school year.

### School Activities

#### Mount Anville Secondary School

##### Extra-Curricular School Trips

No student will be permitted to sign up or attend any extracurricular school trips unless the school fees policy is adhered to.

##### Evening / Weekend Study

No student will be permitted to sign up or attend any evening and or weekend study sessions unless the school fees policy is adhered to. Fees are non-refundable.

### Payments

All fee invoices will be sent out by email before the end of the second full week in July preceding the relevant school year.

Fees are due;

- In full by bank transfer on or before 3 August for the relevant school year (August to June).
- Twice yearly, by Direct Debit only on 3 August and 3 December, or next working day (where the 3<sup>rd</sup> falls on a weekend).
  - Direct Debit mandate is available on request.
- In 9 instalments through Easy Payments Plus
  - First instalment on or before 3 August each year.
  - Easy Pay directions are available on the school website.

Unfortunately, we cannot accept cash / cheque / credit cards as a method of payment.

Unless otherwise advised in writing, notification issued to the student is the email address on record at the school which may be followed up by letter to the last known home address on our records. This shall be considered sufficient notice to both parents / guardians. We do not hold any responsibility where emails are not read in an appropriate timeframe by the parents / guardians.

### Non-Payment of fees

School fees are the primary source of income for Mount Anville Montessori Junior School and Mount Anville Secondary School. Therefore, admission and continued enrolment in the school is contingent upon the fees for each student being discharged in a timely manner. The school reserves the right to exclude any student whose fees have not been paid when due.

In the event of non-payment of school fees this will be followed up within the school year, up to and including legal proceedings – full costs of which shall be covered by the debtor.