



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, parents/guardians 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 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 deposit.

The non-refundable deposit charged is:

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

Absence from School

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.

- 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 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 order to retain one's place in the next academic year.
- 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 4th 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 school fees are paid in full or the Easy Payments Plus plan is being adhered to in full.

Evening /Weekend Study

No student will be permitted to sign up or attend any evening and or weekend study sessions unless school fees are paid in full or the Easy Payments Plus plan is being adhered to in full.

Payments

All fee invoices will be sent out by email before the end of the second full week in July proceeding 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 3rd falls on a weekend).
 - Direct Debit mandate is available on request.
- In 9 instalments through Easy Payments Plus (or direct bank transfer, where agreed).
 - First instalment on or before 3 August each year.
 - Easy Pay directions are available on the school website.

Unfortunately, we cannot accept cash 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 parent / guardian.

Non-Payment of fees

School fees are the primary source of income for Mount Anville Montessori Junior School and Mount Anville Secondary School. In the event of non-payment of school fees this will be followed up within the school year, up to an including legal proceedings – full costs of which shall be covered by the debtor.

Please contact the finance team at finance@mountanville.ie with any questions.