

# AAB Fees Policy

## 2020/2021

This document contains set school fee agreement between the School and the parents/guardians of the child enrolled at Andalusia Academy Bristol.

It is important that you read and understand the information within this document as it forms the AAB 'Fee Policy' and requires your acceptance by signing, dating and returning the agreement.

*This policy takes effect from 1<sup>st</sup> September 2020.*

The Trustees of BIST make decisions on the amount of annual fees to be charged. These decisions will be made no later than the end of term 5 to be effective from the following September. The decisions are based on the number of pupils enrolled on the coming year, and the total running cost. The policy will explain how the tuition fees at Andalusia Academy Bristol, how they are collected, and the consequences of late or non-payment.

### **1. WHAT ARE THE FEES?**

The annual fees for the year 2020/21 are as follows:

<b>Secondary:</b>	<b>£3,500*<sup>1</sup></b>
<b>Primary:</b>	<b>£3,000*</b>

These amounts take effect from 1<sup>st</sup> September 2020.

Sibling discounts are outlined in the calculations **Section 4** of this policy.

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<sup>1</sup> **Note:** In the 2021/2022 academic year, school fees for both secondary and primary will increase so that Trustees are able to financially sustain Andalusia Academy, provide competitive wages to our teachers and better resources around the school.

## **2. FEES PAYMENT DATES:**

**Initial Fee:** A one off deposit of **£250** is required from all parents/guardians to secure place for their child(ren).

School fees are payable in advance. Termly payments should be received by the first day of term. Monthly payments are to be received by the first day of each month in 8 payments. The school only accepts Standing Orders / Payment by card, as it greatly reduces administrative costs. Cash payments will be phased out starting from October 2020. We will not be accepting cash payments and will encourage parents to make this payment via bank.

School fees cover the whole program of study in the academic year irrespective of holiday times, examination periods, and any other unforeseen events such weather, health etc. It does not include additional school charges that students would be required to purchase separately. For example; school uniform, books, school trips, GCSE exam fee and extracurricular activities.

School Tuition fees can be paid by one of the following options:

### **1. Full Annual Fee Payment:**

This payment will be expected in 1<sup>st</sup> September

### **2. Termly Fee Payments:**

- a. First instalment in 1<sup>st</sup> of September 2020 (Term1)
- b. Second instalment in 1<sup>st</sup> December 2020 (Term3)
- c. Third instalment in 1<sup>st</sup> April 2021 (Term5)

### **3. Monthly Fee Payments:**

- a. ALL Parents agreeing to pay fees monthly **MUST** set up a **STANDING ORDER** with their banks to ensure that payments happen.
- b. All monthly tuition fee payments must be completed in **EIGHT** instalments.
- c. **First monthly instalment must be made in 1<sup>st</sup> September** and will be followed by 7 monthly instalments to be done via standing order with bank. **Last monthly instalment must be 1<sup>st</sup> April 2021.**

### **3. LATE FEES PAYMENT POLICY:**

School fees will be expected to be paid on time as per agreement plan signed and agreed by parents and guardians/carers at the beginning of the academic year.

Where payments are not met by the 1<sup>st</sup> of the month the following will take place:

1. **5<sup>th</sup> of the month = 1<sup>st</sup>** Notice that payment is not received via text and email. They will be given further 5 working days to ensure that agreed fees are paid accordingly
2. **10<sup>th</sup> of the month = 2<sup>nd</sup>** notice that payment is not received warning letter is send via text and email. They will be given further 5 working days to ensure that agreed fees are paid accordingly.
3. **15<sup>th</sup> of the month = Suspend** the student concerned until outstanding fees are paid. Students will not be allowed back in school till school fees are cleared. Local Education Authority will be informed accordingly and this matter may be referred to legal action.

### **4. SCHOOL FEES CALCULATION**

A discount system will be in operation for siblings of the same family as follows. The children are classified as first, second, etc. based on the highest fees band, then second highest, and so forth.

**Sibling discounts are 10% for the second child, 20% for the third child and any further children.**

*These discounts will also apply to new students with current sibilings in Andalusia Academy.*

### **5. HOW TO PAY FEES?**

The most convenient method of paying your fees efficiently and effectively is via standing order or payment by card.

Please send an email to: **finance@bist.org.uk** with:

1. Your full name
2. Your child's name
3. A brief message indicating your preferred method of payment.

In 2020-2021, AAB will be **phasing out CASH payments** of tuition fees. Starting from October 2020, we will not be accepting cash payments and will request parents to make this payment via bank.

**Parents and guardians/carers will be issued with a written agreement with the finance officer to confirm the commitment to paying school fees by cheque, standing order.**

School bank details are as follow:

<p>Account Payee: Andalusia Academy</p> <p>Name: NatWest Bank</p> <p>Account Number: 45 – 02 – 58 - 51</p> <p>Sort Code: 60 – 07 – 27</p> <p><u>Please reference standing orders and bank transfers with your child's name.</u></p>
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***NOTE: Sufficient notice period of 5 working days will be given to your bank/building society prior to due date of first payment to ensure no payments are missed. Parents are reminded that payment of school fees is an obligation under this school fee policy and it will be confirmed by signing the school contract form in page 5.***

**6. WITHDRAWAL/REMOVAL CHILD(REN) FROM SCHOOL:**

If a family decides to withdraw their child/ren from the school, they have to give **two terms notice** in writing to Head teacher before withdrawing student from school. This notice period must end by the end of a term. All the fees which are due until the end of the notice period must be paid in full.

**7. ENROLLING MID-ACADEMIC TERM:**

If a family enrolls their child/ren during the academic year, pro rata fees will be charged.

**8. IMPORTANT FEE CONTRACT FORM:**

For any queries regarding payment of fees please contact the **Finance Officer, Saima Javid**, on 01179291661 or send an email to: [finance@bist.org.uk](mailto:finance@bist.org.uk)

**{O' you who believe! Fulfil (your) contracts [5:1]}**

*Kindly, sign and return the contract form of this policy attached and keep the remainder of this policy as reference.*

## SCHOOL FEE CONTRACT FORM

Account Name: **Andalusia Academy**  
 Bank: **NatWest Bank**  
 Account Sort Code: **60-07-27**  
 Account Number: **45-02-58-51**

Please return this form completed and signed to the school.

Kindly, envelope and mark for attention of **School Finance Officer**.

Full Name of child(ren)	Class in 2020/2021	Fees Option (Annual/Termly/ Monthly)

*I/we have read and understood the terms and conditions, above, of the School Fees Policy herein and accept my obligation towards the school in relation to the school fees. I understand that this is a contractual obligation and as such I confirm my agreement of the above terms and conditions. I further understand that the school will carry out its obligations and will if necessary pursue any unpaid fees accordingly.*

Sign: \_\_\_\_\_ (Parent/Guardian)

Sign: \_\_\_\_\_ (Finance Officer)

Date: \_\_\_\_\_