

FEES IN LIEU POLICY – FAIRLEY HOUSE SCHOOL

The purpose of this policy is to protect the financial stability of the school and to ensure parents are fully aware of their contractual obligations.

In order for the school to be able to resource plan successfully it is imperative that we are aware of pupil numbers at the start of each term; a term in advance. The nature of Fairley House is such that pupil numbers fluctuate significantly from term to term and therefore this requirement is of particular importance.

Fees in Lieu (FIL) will be due where parents/guardians have not given a full terms notice to withdraw the pupil from the school. Notice must be in writing to either the Bursar or the Headmasters PA.

VERBAL NOTICE WILL NOT BE ACCEPTED.

All written notices received will be acknowledged in writing. If written acknowledgement is not received, this means notice has not been received by the school.

Parents will be sent an email at the end of each term to remind them of the need to give notice along with a copy of this policy.

Provisional notice will be accepted with the understanding that if the place is needed for another pupil, then parents/guardians will be given the opportunity to withdraw or confirm the notice.

A FIL invoice will be issued as soon as the school becomes formally aware that the pupil will be leaving the school. The invoice must be paid within 2 weeks.

If the correct amount of notice has not been given the forwarding school will be notified.

If the invoice is still unpaid after the 2 week period, then the forwarding school will be notified that there are unpaid fees in relation to the pupil. Under the "Independent schools agreement" a forwarding school will not accept a pupil when there are unpaid fees from the former school.

All parents/guardians have the right to appeal to the governors to have FIL waived. This decision **CANNOT** be made by the Headmaster or the Bursar.

Parents/Guardians must provide a written statement to be presented to Finance Committee, stating the justification for waiving the FIL

In these circumstances the forwarding school will still kept informed of the situation.