



# Terms and Conditions

## Registration Fee and Enrolment Deposit

### REGISTRATION

#### FEE

The Registration Fee is payable by parents wishing to register their interest in a place for their child at Hall School Wimbledon (HSW). This fee is used to defray administration costs associated with the admissions procedure. The fee is currently £125 per child and £175 for overseas pupils and is non-refundable.

**Parents should note that payment of the Registration Fee does not guarantee the offer of a place.**

### ENROLMENT DEPOSIT

An Enrolment Deposit of £3,000 is payable by parents on acceptance of the offer of a place at the school. On receipt of the Deposit, the School guarantees a place for the pupil. The Deposit is payable for each child within a family and there is no discount of the Deposit for siblings.

#### Refund of Enrolment Deposit prior to admission

The Deposit is requested to protect the School's interests and to ensure that all places are offered to genuine applicants. Moreover, by offering a place to a child, the School loses the ability to offer that place to a child on the waiting list or a child yet to apply to the School. **No** refund is offered if a child is withdrawn after 1st January of the year that the child was due to start school.

In all cases of withdrawal of a child prior to admission, no tuition fees will be deemed payable.

#### Refund of Enrolment Deposit after admission

It is desirable for a child to complete the academic year before any departure. It is the presumption of HSW that if a child is to leave it will be at the end of the Summer Term.

Payment of the Enrolment Deposit unequivocally indicates to the school that parents have decided that their child will attend HSW from an agreed date and will complete full academic years.

If a child leaves HSW at the end of an academic year then the Deposit held will be refunded in full (less any outstanding disbursements) at the end of the Summer Term. If a child leaves mid year, **50%** of the Deposit will be refunded at the end of the relevant term. Paying a term's fees less the Deposit at the start of the final term is NOT permissible as other charges may become payable, such as field trips, public examination and access arrangement costs, and therefore recoverable, during that term.

Notice of the withdrawal of a child from HSW must be received by the Head, in writing (by letter or email: [hcl@hsw.co.uk](mailto:hcl@hsw.co.uk) or [admissions@hsw.co.uk](mailto:admissions@hsw.co.uk)), at least one full term (not two half terms) before the child's leaving date.

**Failure fully to meet this requirement means that tuition fees for the whole of the next term will be payable.**

Please note that any adjustments to the payment of fees or deposits are made at the discretion of the Head.

The School reserves the right to alter its charges with notification. Any questions should be referred to the Business Manager at the School address or by email at: [businessmanager@hsw.co.uk](mailto:businessmanager@hsw.co.uk)

## TERMS AND CONDITIONS

### Fees:

- Fees cover general curriculum tuition, most books, stationery, food and refreshments.
- VAT does not currently apply.
- Fees do not cover public examination costs, access arrangement costs, retake costs, appeal costs or laptop hire.
- Peripatetic music lessons are arranged independently of the school between parent and teacher. Invoices are not raised by the school nor payment pursued by the school.
- The school reserves the right to increase fees.
- Sibling discounts are only available to younger siblings.

### Payment of fees:

- Fees must be paid before the first day of term.
- Fees in respect of a new child starting in September must be paid 14 days before the first day of term.
- It is incumbent on parents to ensure that the School is in receipt of cleared funds before the first day of term, whether they have been invoiced or not.
- The School does not offer payment of fees by instalments.
- The School offers no credit facilities for the payment of fees.
- The School may at its sole discretion retain any payments received (including the deposit) to cover all unpaid family liabilities to the School for fees and other charges which have been incurred whether they have been invoiced or not.

### Responsibility for payment:

- Parents (or the person(s) with parental responsibility for a pupil) will be jointly and severally responsible for the payment of fees relating to that pupil.
- Damage to premises, fixtures and/or fittings, other than wear and tear, caused by a pupil may be separately invoiced and parents will be responsible for payment.

### Payment of fees by a third party:

- The School will **not** recommend or advise on third party providers offering credit facilities for the payment of fees. It will, however, hold relevant promotional material made available to the school by third party providers.
- Any agreement between a parent and a third party under which the third party agrees to pay monies to the school to discharge the parent's obligations does not release parents from liability to pay school fees in accordance with these terms unless the Principal has granted an express release in writing. The school may refuse payments from a third party.
- Where a parent makes arrangements with a third party to pay school fees, and that parent then defaults on repayments due to that third party (companies), the parent will be responsible for the immediate payment of any outstanding fees to the school if the third party does not make payments to the school on the parent's behalf in accordance with these terms or any other arrangement agreed by the Principal in writing.

### Late Payment:

- Where fees are unpaid, a pupil may be excluded from the school on three days' written notice. The pupil will be deemed withdrawn without further notice 28 days after exclusion, a term's fees in lieu of notice will become payable and the Deposit withheld.
- The school reserves the right to withhold information while the fees remain unpaid, including references, reports, and public examination results.
- If a pupil is absent from school or if a term is shortened for any reason, fees will not be refunded or waived except at the Headmaster's sole discretion.
- The school reserves the right to charge interest on any school fees not paid in accordance with these terms. Interest is applied at a rate of 8% above the Bank of England Base Rate/Reference Rate until the fees are paid in full. Interest will be calculated using the rates in force on the first day of each relevant term. Such charges will be recoverable by legal action if necessary. Interest will continue to run before and after judgment.
- The school considers that all late payment is unauthorised and unsecured borrowing.
- Payment by cheque will not constitute payment until the cheque has cleared through the banking system. If paying by this method, the cheque should be received by the School and dated accordingly so it can be banked at least 6 working days before the start of term.
- Any sum tendered that is less than the sum due and owing may in any event be accepted by the school on account only.
- Should we incur any debt collection, legal costs or any other expenses in the process of recovering late or outstanding fees, the fee payer shall indemnify us fully for any such legal costs and expenses incurred.

### Scholarships:

- A limited number of scholarships are awarded to mark excellence in academic work, sports or the Arts. The retention of a scholarship is dependent on high standards of behaviour, attendance and work. It also requires delivery by the scholar of the requirements and responsibilities designated by the original terms under which the scholarship was offered.
- Parents whose child fails to complete his/her time at the school will be required to repay all historically discounted fees in full.

### Other charges:

- The school may charge an additional fee for field trips, for costs incurred outside school hours or to defray additional, exceptional costs, with written notice.
- Pupils receiving specialist teaching, including that for English as an Additional Language (EAL), by agreement with the parents, will be charged an Enhanced Learning or EAL fee.

### Notice of withdrawal:

- Parents must give one full term's written notice (by letter or email) addressed to and actually received by the Head. No other notice will suffice. Notices must be sent to the school's Junior School address or to admissions@hsw.co.uk.
- 'A term's notice' is notice given before the first day of term and expiring at the end of term. It is not two half terms.
- 'Fees in lieu of notice', are fees due in full for the term of notice at the rate that would have applied had the pupil attended and not limited to the parental contribution in the case of a scholarship.
- Where insufficient notice has been given and fees are due in lieu of notice, payment must be received, in cleared funds, no later than the child's last day of attendance at school.
- Deposits will be refunded at the end of the final term if applicable, less any outstanding costs.

**Policies and Procedures:** It is a condition of accepting a place, and remaining at the School, that children and their families and guardians comply with the policies and procedures that are set by the School and may be amended from time to time. It is recommended that parents read these policies carefully with their child before taking up a place at the School. All policies are available on our website. Parents are requested to accept that the Head and other teachers at the School may exercise a wide discretion in relation to the School's policies, rules and procedures. This discretion will be exercised reasonably. These terms and conditions protect the interests of parents who pay fees on time and safeguard the School against the consequences of the defaults of others.