



# Stratford College

Co-educational Secondary School

## Fee Schedule and Arrears Management Policy

5<sup>th</sup> December 2012

**Academic Fee for the Year: €4,150**

### **Extras (as relevant)**

- Art Materials (as relevant) €100
- ECDL €125
- Personal Accident Insurance 24/7/365 - €15 approx
- Transition Year Expenses €400
- Junior Cert & Leaving Cert Mock Exams will be charged at cost. *Please note that the State Examinations Commission (SEC) charge an examination fee (excluding waivers for medical card holder). You will receive a letter in the Spring of the exam year with full details.*
- Subject textbooks/ periodicals / school journal / exams / entry fees
- Study Skills Seminars
- Leinster School Of Music Drama Exams

### **Family Discounts**

20% Discount on fees for 2<sup>nd</sup> child in family.

40% Discount on fees for 3<sup>rd</sup> child or more.

### **Teacher/Staff Discounts**

50% discount for full –time teachers of Stratford Schools and selected local feeder primary schools.

Pro-rata staff discount for employees of Stratford Schools

### **Stratford Primary School**

In recognition of our shared ethos, facilities and services families transferring their children from Stratford Primary School will, in future, be offered an annual average discount on their fees over each of their six years. This will be comprised of the sum of voluntary contributions made to SNS while the child was in the school, divided by six and then deducted from each year’s fees while at Stratford College.

### **Scholarship Exams**

Students have the opportunity of sitting an Entrance Scholarship Exam before entering 1<sup>st</sup> Year. Assuming a certain standard of excellence there are two scholarships available one for 50% discount and one for 25%.

For contact the office for application forms.

### **Bursary**

A limited number of means tested bursaries are available to current students in strictest confidence where families have experienced unexpected financial difficulties. Application forms should be sent for the attention of the Principal who will share the information with one nominated member of the Board of Management. The amount of the bursary is at the discretion of the Board.

Please contact the office for application forms.

**Dublin Jewish Board of Guardians**

The Dublin Talmud Torah processes all applications for assistance in the payment of fees and/or expenses by Dublin Jewish Board of Guardians. Please contact the office for further details.

**Payment of Fees:**

**1<sup>st</sup> Moiety due first week in September**  
**2<sup>nd</sup> Moiety due first week in January**

*Parents should understand that admission to the school and on-going enrolment is conditional on parents discharging fees as they fall due, and that, if parents are not in a position to discharge fees when due, their son/daughter will not be permitted to remain as a student of the school.*

**To assist you we also accept payments in eight standing orders or eight online payments.**

**Bank Details: Allied Irish Bank**  
**Account Name: Board of Management Stratford College**  
**IBAN: IE46 AIBK 9310 7115 7040 59**  
**BIC: AIBKIE2D**

***(Please insert your Name or School A/C No on any online transactions so that your payments can be identified as yours)***

**Primary School Nominations for Full Scholarships\***

We offer a limited number of school nominated scholarships from families

- a) Who share our commitment to cultural and religious pluralism
- b) Who, in the opinion of his/her primary school, has academic potential which would flourish in this learning environment.
- c) Whose family would /could not consider enrolment in Stratford College without the benefit of this scholarship.

*\*A Feeder School Recommendation for Full Scholarship is defined as full fees for 6 years as long as the student remains a student of the school and that his/her academic and behaviour record is satisfactory as recommended by the Principal. There are a limited number of scholarships in a year and they are offered subject to the terms and conditions of our Admissions Policy.*

### **Arrears Management Policy**

**Objective:** Every student should share equally in the burden of financing the additional teaching and other facilities associated with Stratford College as a private school. In exceptional cases, the Board of Management at its discretion, may decide to waive or reduce the fees charged to a student due to genuine economic hardship typically associated with a dramatic change in personal circumstances following enrolment in the school. Where fees are not paid on a prompt basis every possible step will be taken, including legal action, to ensure that the financial costs of running the school are shared equally amongst students.

#### **Procedures :**

1. This Policy should be clearly defined and communicated to all students and potential students.
2. Where the Principal or Board identify a hardship case, the case involved will be thoroughly researched and presented to the Board for decision.
3. Where fees fall more than 60 days into arrears this will result in a phone call to the parents involved to ensure that non-payment was due to an oversight by the parents.
4. For fees which are 90 days in arrears, a letter will be sent signed by the Principal and Chair of the Board asking for prompt payment.
5. Where payment is overdue for 120 days a letter will be sent signed by the Principal and Chair of the Board requesting a meeting. This will be followed up by phone to ensure that a meeting is arranged within 30 days.
6. If a meeting is not arranged or if such meeting does not result in a satisfactory commitment to remedy overdue fees on a timely basis, the matter is to be passed to suitable legal advisors.
7. If an arrangement for overdue fee resolution is accepted but then not complied with, the matter will be passed to legal.
8. Where a matter goes to legal, it will be made clear that the student in question will not be accepted into the school in the following year and that the onus is on the parents to make alternative arrangements for their child's education.

**Approved: Cormac Murphy Chairperson Board of Management 5<sup>th</sup> December 2012**