



Stratford College
Co-educational Secondary School

Fee Schedule and Arrears Management Policy 2024

Academic Fee for the Year 2024 €4,700.00

Payment Policy

The academic fee for the school year will be invoiced in full at the beginning of the school year. Added to this will be any additional items known to us at the time, e.g. art materials, insurance, etc. (see list below). Fee Invoices will be issued in July prior to the start of the new academic year.

Stratford College operates on a cashless basis so payment of fees should be made by Electronic Funds Transfer (EFT) to our Bank Account, details of which will be included with the Fee Invoice.

In order to facilitate parents, we offer the following methods of payment:

1. Payment in Full by EFT to our Bank Account: Before the first day of each school year.
2. Payment by Direct Debit over 8 months

Payment of accounts can be made by Direct Debit on the following basis:

These are paid in 8 monthly instalments. Payments commence on the 1st October of each academic year. Extras are itemised on the statements issued.

Direct Debit Accounts are subject to an annual administrative charge.

All fee accounts must be paid in full by the 1st May of the academic year.

If a fee payer is experiencing exceptional financial difficulties they may apply to the BOM with supporting documentation which will be reviewed.

Fee settlements outside our stated terms and conditions without prior agreement with the BOM will incur an annual late payment fee.

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.

WAY2PAY FOR EXTRAS AFTER THE FEE INVOICE

During the year teachers organize events and trips which are charged out to students. These charges will come to you via the WAY2PAY app. Parents will receive a text to your phone with a link from which to pay.

WAY2PAY is an online Irish payments provider, registered with the Central Bank of Ireland. WAY2PAY enables us to accept debit and credit card payments online or from a smartphone.

Extras (as relevant) *this list is not exhaustive (subject to change).*

- Art Materials (as relevant) €100
- ICDL €100 (International Computer Driving Licence)
- Personal Accident Insurance - €10 approx. This policy covers your child for personal accidents 24/7/365 inside or outside school. There is no time limit on the time that follow on claims can be made for medical and dental expenses. This is particularly relevant for dental expenses where treatment may be required long after the insured incident occurs.
- Transition Year Expenses €400 There is an extra charge for Transition Year students to cover specific activities, trips, and modules during the year.
- 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 (this has been suspended post covid but we anticipate its return).
- Subject textbooks/ periodicals / school journal / exams / entry fees / TY expenses
- Study Skills Seminars
- Leinster School Of Music Drama Exams
- Supervised Study/Tennis lessons/Mobile Music classes

Non-EU applicants

There will be an additional administrative charge of €500.00 for non -EU students, payable at time of offer.

Dublin Talmud Torah Bursary

Dublin Talmud Torah processes any application from Jewish families for financial assistance in the payment of fees and/or expenses. Please contact the office for further details in strict confidence.

Family Discounts **Please note the value of ONE discount/rebate/scholarship ONLY will apply, whichever is the greater.*

With effect from the academic year 2024 the following sibling discounts will apply for new entrants.

10% Discount on total fees payable (net of additional charges) for second child and 20% for more than two child in family enrolled.

Pre 2024 entrant fees will continue as per below.

20% Discount on fees for 2nd child in family.

40% Discount on fees for 3rd child or more.

Teacher/Staff Discounts *Please note the value of ONE discount/rebate/scholarship ONLY will apply, whichever is the greater.*

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 Voluntary Contribution Rebate* *Please note the value of ONE discount/rebate/scholarship ONLY will apply, whichever is the greater.*

***This has be discontinued for all incoming students with effect from entrance into 1st Year 2023.**

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 (held at the school's discretion) **Please note the value of ONE discount/rebate/scholarship ONLY will apply, whichever is the greater.*

Students may, at the discretion of the Board of Management, have the opportunity of sitting an Entrance Scholarship Exam before entering 1st Year, for enrolled students only.

Incoming students will be notified of the dates of these exams in the Spring prior to entry should they be held.

Primary School Nomination for means tested Scholarships* *Please note the value of ONE discount/rebate/scholarship ONLY will apply, whichever is the greater.*

We may offer, at the discretion of the Board of Management, ONE, only, school nominated scholarship to a family

- 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.

***Terms and Conditions**

- *A Feeder School Recommendation for scholarship is means tested.*
- *The amount of this award will be determined at the discretion of the BOM.*
- *It will be reviewed each year 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.*
- *It is offered subject to the terms and conditions of our Admissions Policy.*

LOSS /THEFT OF PERSONAL PROPERTY

While every precaution is taken to protect the property of students, the school cannot accept responsibility for missing items or items of value brought to the school. The personal property of the students is not covered by school insurance and parents are advised to make their own arrangements to ensure any valuable items are covered under their own policies. Items NOT covered include bicycles, sports equipment, musical instruments, mobile phones, laptops, iPhone and money.

BREAKAGES

Malicious damages and breakages are charged to the parents/guardians on the next account furnished.

SCHOOL FEE REBATE INSURANCE

This optional cover is currently not provided but do contact our accounts office if you feel it would be helpful and we will investigate it.

NOTICE PERIOD

It is expected that all students who join Stratford College will leave at the end of 6th Year. If students are withdrawn prior to this, a full term's notice must be given in writing to the Principal. The deadline for notice is 1st May preceding.

Where a full term's notice is not given, Parents/Guardians are reminded they are liable for one term's fees in lieu of notice.

Arrears Management Policy

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. An application form is available in these exceptional circumstances and will be considered in strictest confidence.

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. Additional costs incurred will be passed onto the payee.
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

JOHN RAFTER

Chairperson Board of Management

Date 19 February 2024

Patricia Gordon

Secretary of the BOM