



YEAR 7–11
FEE PAYMENT AGREEMENT FORM

This form must be completed and returned to: BIGS, Weston House, Weston St, Bolton BL3 2AW.

I (full name) _____.

Of (full address) _____

Undertake a commitment to pay the full fees of £3600inc.VAT for my child.

Name of child/children enrolled in the school:

Name _____ Year _____.

Name _____ Year _____.

I undertake to pay the fees on the following basis:

OPTION 1: Single Payment : ANNUALLY £3000+ £600 Education Resource Fee : TOTAL: £3600

OPTION 2: TERMLY - First term's fee in by 15th September : £1200

Second Term's fee in by 15th January : £1200

Third Term's fee in by 15th April: £1200

OPTION 3: Monthly instalments of £360 per month, by the 11th of each month for 10 months.

According to the regulations set out by BIGS, the School expects all parents/guardians to pay the full fees as per agreement. The School is not responsible for arranging any finances for you. This agreement will apply throughout the Academic Year. Any change in your personal circumstances will not alter your commitment.

IMPORTANT: The school must receive the full amount agreed upon on the due date.

Signed: _____

Name: _____ Date: _____

FEE REGULATIONS ACADEMIC YEAR

1. WHAT ARE THE FEES?

'Fees' means school tuition fees at the rate set from time to time and current at the start of each academic year.

'Extras' means items authorised by parents or reasonably incurred by a pupil or by the school on behalf of a pupil and normally charged as extras; for these purposes a pupil is the agent of the parents.

Fees are normally reviewed once a year. It may be necessary to increase fees from time to time and, where practicable, a terms notice will be given.

2. WHEN AND HOW MUCH DO I PAY?

Parents are required to pay school tuition fees according to the schedule given below.

There are 2 options:

Option 1: Full Fees in Advance by direct debit:

Option 2: Termly: A Terms fee of £1200 in advance followed by two termly payments (total 3 payments by direct debit) : Parents must pay fees at the beginning of September, January and April, no later than 15th of each month.

In special circumstances only, one further option may be considered:-

Option 3: Monthly: payments of £360 by 10th of each month from September to June. Total over 10 months by direct debit.

OTHER NOTES:

Any arrangement for payment by instalments may be cancelled by BIGS should parents fail to meet their commitments. Upon cancellation, any outstanding fees shall become payable immediately.

There is an additional **GCSE examination fee** which parents are required to pay. The amount payable is subject to the number of examinations your child sits and will be payable during the course of the academic year in year 10 and or year 11.

3. HOW CAN I PAY?

Payment can be made either by Bank Transfer, Standing Order or Cheque.

☐ Standing Order: This is the preferred method of payment. This will reduce paperwork and the need for you to come to our offices to make payments. Please fill out our Standing Order Mandate and give it to your bank. The admin office must be notified if this is your preferred method of payment.

☐ Bank Transfer. This payment method is only applicable for Option 1 or Option 2.

BIGS Direct Debit details:

Sort code: 01 30 99

Account Number: 64908151

Reference: Child's name and year group

4. HOW CAN I SECURE A PLACE FOR MY CHILD AT THE SCHOOL?

To secure a place for your child for the next academic year, you must pay the admission fee of £250. This is non-refundable.

5. WHAT IF I CANNOT PAY THE FEES?

We expect everyone to meet their obligations in full without exception. Parents may if they so wish apply for financial support to outside aid agencies, however, the decision of such agencies in providing assistance is not the responsibility of the school and will not be accepted as a reason for any delay in making fee payments on time.

6. WHAT HAPPENS IF I MISS A PAYMENT?

If we do not receive the fees in cleared funds by this date, we will send you a reminder letter, requesting that payment is made within the next 7 days. Once A second reminder letter is sent out the matter is addressed with the Governors and more strict action is taken accordingly.

ADMIN CHARGE & EXCLUSION:

If you are not up to date in all your payments by the following dates, a £25 admin charge will also apply: 15th **September**, 15th **January**, and or monthly plan on 11th **of each month**. Please note the admin charge cannot be removed once it is applied.

We will exclude a child from school, even at exam time, if all sums due **to date** are not cleared before the above-mentioned dates.

This exclusion will apply even if you have paid the fees, but have neglected to pay the admin charge.

Parents of pupils in Year 11 (the final year) must ensure that the all fees are settled before March of that year to enable the child to sit GCSE examinations. The School may withhold any information and property whenever fees are overdue. The School may disclose the fact and amount of any unpaid fees to another school which the pupil attends or proposes to attend.

A pupil will be deemed to have been withdrawn without notice if any fees remain unpaid one calendar month after exclusion for non-payment of fees. Accordingly, a term's fee will be payable forthwith.

7. Discounts, Concessions & Scholarships: What if I have more than one child at School?

Currently, there are no Scholarships and discounts operated, but should they become available then it will be advertised as appropriate.

8. ARE FEES REFUNDED FOR UNAUTHORISED ABSENCE?

Fees will not be refunded for any absence. Any child who is, without prior written permission from the Head teacher, absent from class for 2 weeks or portions thereof will need to notify school with an explanation. If the child remains absent for a 3rd week or portions thereof without adequate explanation, the child's place may be offered to others

on the Waiting List **without further warning**. Any fees paid will not be refunded under such circumstances.

9. WHAT IS A WRITTEN NOTICE?

Parents must give a term's advance written notice before withdrawing a child from the school or a term's fee will be payable in lieu. Notice given by parents only operates when submitted in writing to the school secretary and received by the school. Notice given orally or to any other person will not be considered valid. Written notice received before the first day of term expires at the end of the term. Written notice received on or after the first day of term expires at the end of the following term.

10. CAN I RECEIVE A REFUND OF FEES?

If a parent has paid in advance he/she may be entitled to a refund. This however is conditional on there being no financial loss to the school and provided the child's place is filled by another on the Waiting List. The deposit will be held on account for such cases. Fees will not be refunded or waived for absence through sickness or if a term is shortened or a vacation extended or if a pupil is sent home before the normal end of term or for any other cause.

11. FEE PAYMENT AGREEMENT FORM

All parents (or legal guardians) are required to complete and sign a Fee Payment Agreement Form prior to a child's admission. This form constitutes a legally binding contract between the parents and the school.

Once a child is admitted and their name is placed on the school's admission register, the terms of the agreement remain fully in effect. This includes cases where:

- The child continues to attend school;
- The child is temporarily absent (e.g. illness or travel);
- The parents have given notice of withdrawal but the notice period has not yet expired.

Parents remain contractually obligated to pay the agreed fees according to the terms set out in the Fee Payment Agreement unless a formal variation is agreed in writing by the school.

If there are any queries, they can be addressed in writing to the Head Teacher of the school.