SANDFORD PARK SCHOOL

Sandford Road, Ranelagh, Dublin 6, D06 FN29.

Fees and Financial Information

Academic Year 2026 – 2027

Registered Charity Number: 20008674

This document sets out the fees and financial terms applicable to students enrolled for the 2026/27 academic year. Fee invoices are issued separately by the Bursar's office in July and January each year.

1. Fee Schedule

The fees below apply for the academic year 2026/27. All amounts are stated in Euro (€). This document is for information purposes only and is not a fee invoice.

> **THIS IS NOT A FEE INVOICE. All fee payers will receive an itemised, student-specific invoice issued by the Bursar's office by email in July and January each academic year.**

Sandford Park School — Fee Schedule | Academic Year 2026/27	
Tuition Fees	
Annual Tuition Fee	**€8,900**
Non-EU Student Charge	**€1,500**
Additional Charges	
Transition Year (TY) Programme Fee	**€600**
Annual Locker Rental	**€25**
School Journal	**€10**
Annual Yearbook — The Griffin (optional)	**€35**
PTA Subscription (optional)	**€25**
Past Pupil Union Life Membership (6th Year only, optional)	**€70**
Direct Debit Annual Administration Fee	**€50**
Music Tuition — Individual (optional, per academic year)	**€1,050**
Insurance	
Personal Accident Insurance	**€10**
School Fee Rebate Insurance (optional)	*See Section 10*

Lunches

The school operates a cashless payment system (Debitrak) for the purchase of school lunches and break-time snacks. Parents and guardians can load funds directly onto their child's account using the Debitrak App. New students will be issued with a smart fob and instructions for use in August 2026.

School Trips

All school trips requiring an overnight stay must be paid in advance. Where a family's fee account is in arrears and no alternative payment arrangement has been agreed with the Bursar, the school reserves the right to withhold permission for the student to participate in the trip.

Breakages

The cost of any malicious or negligent damage to school property will be charged to the parent's or guardian's account on the next fee statement.

Loss or Theft of Personal Property

While every reasonable precaution is taken to protect students' belongings on the school premises, the school cannot accept responsibility for lost, stolen, or damaged items. Students' personal property is not covered by school insurance. Parents are advised to ensure that valuable items — including bicycles, musical instruments, mobile phones, laptops, and money — are covered under their own household or personal insurance policy.

2. Payment Policy

Fee invoices are issued by the Bursar's office in July and January each academic year. Fees are due for payment on 1st September 2026 and 1st February 2027.

Payment Options

Payment may be made by any of the following methods:

Electronic Funds Transfer (EFT). Please transfer directly to the school bank account using the details below:

Account Name:	Sandford Park School
Bank:	AIB, 7/12 Dame Street, Dublin 2.
IBAN:	IE52 AIBK 9312 2540 6490 92
SWIFT/BIC:	AIBKIE2D

Payzone — available through the Sandford Park School website.

Cheque — made payable to Sandford Park School and forwarded to the Bursar.

Direct Debit — payment may be made in ten equal monthly instalments, from 5th September 2026 to 5th June 2027 inclusive. A non-refundable annual administration fee of €50 applies.

> **Cash payments cannot be accepted under any circumstances.**

Payment Deadlines and Late Payment

All fee accounts must be paid in full by 31st May 2027 to ensure a student's progression to the following academic year. Fee settlements made outside the stated terms and conditions, and without prior written agreement with the Bursar's office, will incur an annual late payment charge of €500.

Non-Payment

Fee accounts must be kept up to date to secure the student's place in the school for the following academic year. If fees are not paid by the due date, and where no alternative payment arrangement has been agreed in writing with the Bursar, the School reserves the right to withdraw the student from the school.

Where fees remain outstanding at the end of the academic year, the School reserves the right to withhold the student's report until the account has been settled in full. Students may also be denied access to certain school facilities where fee accounts remain unpaid.

If an outstanding balance at the end of the academic year is not subject to an agreed written payment plan, the fee payer will receive a final reminder advising that the debt may be referred to a debt recovery agency.

3. Sibling and Past Pupil Discounts

The school offers fee discounts for qualifying families. All discounts are applied to the net tuition fee, after any scholarship or bursary award.

Discount Type	2nd Child	3rd Child	4th Child +
Sibling Discount (**concurrent enrolment)**	5%	10%	15%
Past Pupil Discount	10% (applicable to all children of past pupils)		

4. Bursaries and Financial Assistance

Sandford Park School is committed to supporting families who may experience financial difficulty. The following forms of assistance may be available:

School Bursary — a limited, means-tested bursary scheme exists to assist parents experiencing financial hardship. Applications should be made in confidence to the Bursar.

Secondary Education Committee Grant (SEC) — a means-tested grant awarded by the State to parents of children of a Protestant denomination. The application process opens each October/November. Full details are available at www.secgrant.ie or from the Bursar.

Protestant Aid and Bertrand & Rutland Fund — parents may also be eligible to apply to these bodies for additional support. Please contact the Bursar for further information.

5. Notice Period

It is expected that all students who enrol at Sandford Park School will complete their studies through to the end of 6th Year. If a student is to be withdrawn before that point, one full term's written notice must be given to the Principal. The three school terms are as follows:

- **Term 1:** September to December (Christmas)
- **Term 2:** January to March (Easter)
- **Term 3:** April to June (End of Year)

For example, a student being withdrawn from the term beginning 1st September must give notice during the Spring Term (January–March).

> **Where a full term's written notice is not provided, parents/guardians will be liable for one term's fees in lieu of notice.**

6. Transition Year

An additional charge of €600 applies to all Transition Year (4th Year) students to cover activities, trips, and programme modules undertaken during the year. This charge is invoiced in two equal instalments of €300, appearing on the September and February fee statements respectively.

7. Instrumental and Voice Tuition

Individual music tuition is available as an optional extra at a cost of €1,050 per academic year (30 lessons). Music tuition fees are charged in the term in which the lessons take place — for example, lessons for the September–December period will appear on the September fee statement.

Parents/guardians wishing to enrol their child in music tuition must complete the relevant application form and submit it to the Instrumental/Voice Tuition Coordinator. At the end of each academic year, parents/guardians must confirm, using the relevant form, whether their child will continue or withdraw from music tuition for the following academic year. Withdrawal from lessons during a term is not permitted.

8. Past Pupil Union Life Membership

An optional Past Pupil Union Life Membership fee of €70 is charged to 6th Year students only, appearing on the second half-year (February) invoice. Further information about the Past Pupil Union is available on request.

9. Personal Accident Insurance

All students are covered by a mandatory personal accident insurance scheme. This policy provides for payment of a lump sum in the event of serious injury or death, as well as reimbursement of certain medical expenses. Cover applies to all school activities undertaken with the full knowledge and authority of the school, including direct travel to and from such activities.

> **Participation in the personal accident insurance scheme is a condition of attendance at Sandford Park School.**

10. School Fee Rebate Insurance

Fee rebate insurance is charged twice yearly (September and February) and provides for:

- a rebate of fees where illness results in an absence of more than five consecutive days (including weekends); and
- remission of fees for up to three terms in the event of the accidental death of the principal fee payer.

Please note that school closures or pupil absences arising from pandemics or Department of Education and Youth directives are not covered under this policy.

Participation is optional. Parents/guardians who do not wish to be covered must notify the school in writing before the start of the academic year. Full details of the scheme and the cover provided are available from the Bursar’s office. To make a claim, please contact the Bursar.

11. Additional Information

For any queries relating to fees, payment arrangements, or insurance, please do not hesitate to contact the Bursar’s office. We are happy to discuss your circumstances in confidence.

This document is issued for information purposes only and is subject to annual review by the Board of Governors. Sandford Park School is a registered charitable organisation (Charity Number: 20008674).