



## SANDFORD PARK SCHOOL

### FEE INFORMATION FOR PARENTS/GUARDIANS

Academic Year 2024 – 2025

**Annual Tuition Fees €8,226 Invoiced in two instalments September and February**

**Musical Instrument Fees (optional) €1,050 Invoiced in two instalments September and February**

#### Payment Policy

Fees are due for payment on 1<sup>st</sup> September and 1<sup>st</sup> February. Payment can be made by Electronic Funds Transfer to the Sandford Park School bank account at AIB, Westmoreland Street, Dublin 2 (IBAN number: IE52 AIBK 9312 2540 6490 92 SWIFT/BIC code: AIBKIE2D), by using the Easy Payment Plus facility accessed through the Sandford Park School website or by cheque made out to Sandford Park School and addressed to the Bursar.

**Please note we are unable to accept cash payments.**

OR

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

These are paid in ten monthly instalments. Payments commence on 5<sup>th</sup> September to 5<sup>th</sup> June of each academic year inclusive. Direct Debit accounts are subject to an annual administration fee of €30.

Feepayer specific statements are issued in July and January each academic year. All fee accounts must be paid in full by 31<sup>st</sup> May to ensure a student's progression to the next academic year.

If a feepayer is experiencing exceptional financial difficulties, they may apply to the Bursar with supporting documentation for an individualised payment schedule and terms. The Board of Governors will adjudicate on all cases presented.

Fee settlements outside our stated terms and conditions without prior agreement with the Bursar's office will incur an annual late payment fee of €300.

In the event of non-payment of fees, the Board of Governors reserves the right to withdraw the student from the school.

#### **BURSARIES**

Parents may be eligible to apply to the following bodies for financial assistance:

Secondary Education Committee Grant – a means tested grant awarded by the State to parents of a child who is of a Protestant denomination. The application process commences October/November each year. Details are available on the SEC website [www.secgrant.ie](http://www.secgrant.ie).

Protestant Aid and Bertrand and Rutland Fund - Please contact the Bursar for more information.

## **SIBLING AND PAST PUPIL DISCOUNTS**

The school offers sibling discounts on fees (net of any Scholarship or Bursary) for 2nd child 10%, 3<sup>rd</sup> child 20% and 4<sup>th</sup> child 30%. Fee discounts of 10% are also available for children of Past Pupils.

## **NOTICE PERIOD**

It is expected that all students who join Sandford Park School will leave at the end of 6<sup>th</sup> Year. If students are withdrawn prior to this, a full term's notice must be given in writing to the Principal. For example, a student being withdrawn for the term beginning September 1<sup>st</sup> must give notice in the Spring Term (January - March). Where a full term's notice is not given, Parents/Guardians are reminded that they are liable for one term's fees in lieu of notice.

## **TRANSITION YEAR**

There is an extra charge of €600 to Transition Year students to cover specific activities, trips, and modules during the year. This is charged in two equal instalments on the September & February statement.

## **LUNCHES**

The school operates a cashless payment system Debitrak for purchasing school lunches. Parents and Guardians can load money directly onto their student's school meal account using an online portal. A smart fob is then used by the student to purchase breaktime snacks and lunch in the canteen. Further details will be available on commencement of the new school year.

## **INSTRUMENTAL & VOICE TUITION**

Fees for music lessons are charged in the term the lessons are undertaken, for example, lessons for the period September – December will appear in the September statement. The academic year consists of thirty lessons. Parents/guardians who wish their son/daughter to have music tuition must submit the appropriate application form to the Instrumental/Voice Tuition Coordinator. Should any student wish to discontinue lessons notice must be provided in writing at the end of the school year. It is not possible to opt out of lessons during a term.

## **PERSONAL ACCIDENT INSURANCE**

This is charged in September & provides for payment of a lump sum in the event of serious injury or death as well as reimbursement of certain medical costs. Each student is covered for all school activities which takes place with the full knowledge and authority of the school and including direct travel to and from such activities. It is a condition of attendance that all students are covered by this scheme.

## **SCHOOL FEE REBATE INSURANCE**

Fee insurance is charged twice yearly in September and February and provides for a rebate of fees in the event of an illness continuing for more than five days (including weekends) as well as remission of fees for up to three terms in the event of the accidental death of the principal fee payer. Department of Education determined school closures or pupil absences due to pandemics are not covered.

Participation in the scheme is optional. Parents/guardians must advise the School in writing prior to the beginning of the academic year if they **do not** wish to have cover under this policy.

Full details of the scheme & cover provided can be obtained from the Bursar.

### **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, musical instruments, mobile phones, laptops, iphones and money.

### **BREAKAGES**

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

### **ADDITIONAL INFORMATION**

Additional information relating to fees, extras and insurances can be obtained from the Bursar's office.