

TUITION FEE POLICY

RATIONALE

This policy seeks to inform parents/carers of the school's tuition fee structure for Year 7 students joining from Westwood Prep in September 2021.

Tuition fees for the Academic year 2021-2022 have been set at £2650.

Please find details of the payment schedule below:

Academic year 2021-22	Amount (£)	Payment Due Date
Term 1	850	01 April 2021
Term 2	900	01 September 2021
Term 3	900	01 January 2022

HOW TO PAY

- **CARD PAYMENTS** – Call Fees Office on 0161 459 0025 to make card payments
- **BACS PAYMENTS** – Use your child's Unique reference or Invoice number
- **HSBC BRANCH** – Counter services at the Oldham Branch will be closing. Please pay at your own bank if you want to make cash payments.
- Always quote your child's unique reference or invoice number when making payments
- **If you have not added a reference, you must send a copy of the payment receipt to fees@westwoodhigh.org**
- **Please retain proof of payment in case there is a pay related dispute**
- Fees are payable by the payment due date
- Termly tuition fee payments are non-refundable
- **The amount must be paid in full regardless of student absences or school closure**

DISCOUNTS

- Parents who pay the full amount for the year in one go are eligible to a £50 discount (this does not include parents with more than one child)
- Parents with more than one child are eligible to a £100 discount per child (this does not include siblings in Westwood Kindergarten)

PAYMENT PLANS

- We may be able to offer some parents the option to pay monthly.
- You must contact the Fees Office if you would like to pay monthly.

HELP WITH FEES

Parents who are unable to keep up with fee payments must get in contact with the Fees Office (0161 459 0025) and arrange a payment plan as soon as possible.

DO NOT LET FEE PAYMENTS BUILD UP.

Failure to pay in accordance with the payment dates above could result in your child's termination of registration.

Your child risks being deregistered if your fee payments are not up to date by the end of April of each year.

MONITORING

This policy will be reviewed annually.

Date of implementation	1 April 2021	Review Date	31 March 2022
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