

TUITION FEES POLICY

RATIONALE

This policy seeks to inform parents/carers of the school's tuition fee structure for returning students.

Annual fees for the Academic year 2020-2021 has been set at £1650.

Please find details of the payment schedule below:

Academic year 2020/21	Amount (£)	Payment Due Date
Tuition Fee Invoice 1	500	1 April 2020
Tuition Fee Invoice 2	550	1 September 2020
Tuition Fee Invoice 3	600	1 January 2021

HOW TO PAY

- **WE ACCEPT CARD PAYMENTS**
- **Pay via bacs or at the branch.** We do not accept cash or cheque
- You must always quote your child's unique reference number when making payments
- **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

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.

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 2020	Review Date	April 2021
-------------------------------	--------------	--------------------	------------