

# TUITION FEES POLICY

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

**Annual fees for the Academic year 2021-2022 has been set at £1700.**

Please find details of the payment schedule below:

Academic year 2021-22	Amount (£)	Payment Due Date
Tuition Fee Invoice 1	500	1 April 2021
Tuition Fee Invoice 2	600	1 September 2021
Tuition Fee Invoice 3	600	1 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 of 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](mailto: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.

<b>Date of implementation</b>	1 April 2021	<b>Review Date</b>	31 March 2022
-------------------------------	--------------	--------------------	---------------