

Terms and Conditions

Autumn 2010

Please notify us as soon as possible if your invoice is incorrect or if you have any queries.

Autumn term 2010 school fees are as follows:

14 weeks & 2 days, commencing Thursday 2nd September and finishing on Friday 17th December, with half term week beginning Monday 25th October.

EYFE

We are registered to receive Early Years Free Entitlement (EYFE) for 3 and 4 year olds. Children are eligible if their date of birth falls between 1st September 2005 and 31st August 2007.

Please note that your child's attendance must be at least 80% of the EYFE to receive the free hours. If your child's attendance falls below this the local authority will withdraw the free hours and we reserve the right to charge full fees for these hours.

School fees for over fives

- Children aged 5 - 11 years £2020 per term
- Half days for children home schooled £1100 per term

TERMS & CONDITIONS OF PAYMENT

ONCE A CHILD COMMENCES A TERM WITH THE SCHOOL THEIR PARENTS/GUARDIANS ARE LIABLE TO PAY THAT TERM'S FEES IN FULL WITHOUT REFUND i.e. IF A CHILD LEAVES PART WAY THROUGH A TERM THEN THE FULL TERM'S FEES ARE PAYABLE.

IN ADDITION ONE FULL TERM'S NOTICE IN WRITING IS REQUIRED BEFORE WITHDRAWING A CHILD, IN ADVANCE OF THAT TERM STARTING, OTHERWISE ONE TERM'S FEES ARE DUE IN LIEU.

IF A CHILD LEAVES SCHOOL TEMPORARILY, E.G. TO TRAVEL, WE RESERVE THE RIGHT TO CHARGE AN ADDITIONAL DEPOSIT OR RETAINER TO RESERVE THEIR PLACE.

Please arrange payment by one of the options given below **before** the first day of term, making cheques payable to "Brighton and Hove Montessori Ltd".

[PLEASE NOTE THAT WE WILL CHARGE £25 ADMINISTRATION FEE FOR EACH CHEQUE RETURNED FROM OUR BANK AS UNPAID]

PAYMENT OPTIONS - please advise us by email or in writing on how you will pay this term's fees

- In full by cash or cheque. We can accept bank, building society and credit card cheques
- By online banking transfer, please ask for our bank details and a reference number
- Using employer Child Care Vouchers.
- As 3 cheques submitted together at the start of term, dated 2nd September, 1st October, 1st November Standing Order to spread payments evenly over the term or year (at no extra charge). Please contact the office.

We are obliged to inform you that a late payment fee of £20.00 may be charged if payment arrangements have not been made prior to the start of term. If fees remain unpaid at the end of term we may pass details of the debt to our Debt Recovery Agent who will add a charge of 15 % plus VAT on top of the initial invoice due. You agree as part of this contract to pay this sum which represents their reasonable costs in collecting the unpaid amounts.