

Terms and Conditions



Autumn 2008

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

Spring term school fees are calculated as follows for children under five:

14 weeks and 2 days, commencing Thursday 4th September and finishing on Friday 19th December, with half term week beginning Monday 27th October.

- £15.50 per morning session 9 a.m. – 12.15 p.m. minus £8.85 covered by Nursery Education Fund if eligible.
- £4.00 per lunch session 12.15 – 1.15 p.m.
- £7.00 per afternoon session 1.15 – 3 p.m.

Term fees:

- Children aged five - 11 years £2020 per term

Mini Montes:

- £18.00 per morning session.

A discount of 10% applies for a child attending at the same time as an older brother or sister.

We are also able to offer a 2% discount for fees paid in full prior to the start of term.

We are registered to receive Nursery Education Funding. This term the funding is a maximum of £619.50 for eligible

children (70 x 2 ½ hour sessions). Children are eligible from the term **after** their third birthday until the term they reach statutory school age (5) inclusive.

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 use the Payment Slip enclosed to let us know 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, dated 1st September, 1st October and 1st November
- Standing Order to spread payments evenly over the term or year (at no extra charge). Please contact the office if you would like a Standing Order form.

We are obliged to inform you that a late payment fee of £20.00 will 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 (Daniels Silverman) 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.