



## FEE POLICY

The King's Hospital School believes that every child should achieve his or her true potential intellectually and socially through personal endeavour and the encouragement and support of our staff, parents and governors.

Through a system of Secondary Education Committee grants, School Bursaries, School Scholarships and School Discounts parents are supported in their efforts to meet the cost of school fees. It is a priority for the Board of Governors to ensure that this form of support can be maintained in the future in order to make the school available and affordable for those whom the school was established.

The Board believes, on the advice of its Finance Committee, that it must pursue adherence to its School Fee Policy as outlined below. The Board hopes that all parents will understand the need for these procedures and thanks them for their continued support and co-operation.

### REGISTRATION AND DEPOSITS

A non-refundable registration fee of €75 is required in respect of every domestic student at the time of enrolment and submission of a completed registration form. This fee is not required in respect of overseas applicants.

A deposit is payable on acceptance of the offer of a place. The deposit is in the amount of €600 for all Irish resident students and €2000 for overseas students whose families are not resident in the state. This deposit is non-refundable if the place is subsequently not taken up and may also be subject to a term's fees in lieu of notice. For those students who do take up a place, the deposit will be credited to the student's final fee invoice and refunded in August of the year in which the student leaves.

### FEES

School fees are set by the Board of Governors in March each year and are then notified to all current students and accepted applicants.

The following basic fee structure is in place for the 2021/2022 academic year:

Day	€7,550 per annum
5-Day Boarding (Domestic)	€15,645 per annum
7-Day Boarding (Domestic)	€17,650 per annum
7-Day Boarding (EU)	€21,180 per annum
7-Day Boarding (Non-EU)	€22,063 per annum

The King's Hospital School fee invoices are issued half yearly in July and December. Fee invoices include the basic tuition / boarding fee. The basic fee includes tuition and some general incidental expenses, for example, team members travelling to games within the Dublin area, etc. For boarding students, the basic fee includes tuition, accommodation, meals, laundry, routine medical attention on site, etc.

The fee invoice will also include incidental charges that are additional to the basic school fee. These include personal accident insurance, school fees remission scheme, bluecoat magazine, parent's association fee, transition year fee, additional text-books, external exam fees, prescriptions, day trips, etc.

Most incidental charges are incurred during the school year, for example, photos, school day trips, supplementary texts/materials, etc. Therefore, they cannot be notified to parents in advance. These charges are allocated to the fee account and are due for payment with the basic school fee prior to the start of term in August and January.

For further information on the basic fees and incidental charges applicable for the 2021/2022 academic year, please review '[Fee Information](#)'.

### PAYMENT OF FEES

Per the school's Terms and Conditions of entry, as acknowledged by signing the Acceptance Form, all school fees are payable in advance and are due, in full, prior to the first day of term in August and January. When parents send their children to The King's Hospital School they accept to undertake to pay the school fees in two instalments in August and January or by direct debit over 8 months from August to March.

Timely payment of school fees is essential in maintaining control of finances and in planning for the school's future. The Board continue to make every effort to keep increases to a level that supports the demands placed on the school in terms of the delivery of Academic, Extra-Curricular, Pastoral Care and quality facilities and to minimise the financial impact on parents.

Payment may be made by direct debit, electronic bank transfer, cash, draft or cheque. The direct debit facility is not available to overseas students. The King's Hospital School does not accept payment via credit or debit card. Due to banking restrictions, we can no longer accept coin payments in respect of fee accounts.

For further information on the payment options available to parents for the 2021/2022 academic year, please review *'Payment of Fees'*.

### **COLLECTION POLICY**

All school fees are payable in advance and are due, in full, prior to the first day of term in August and January unless the fee account is being paid through the direct debit payment option.

Under exceptional circumstances, alternative payment schedules may be agreed for families experiencing temporary financial difficulties. The school will consider all circumstances that effect the prompt payment of fees onerous in the short term. The onus is on parents to notify the Finance Department of the requirement for this arrangement as soon as possible.

**Alternative payment schedules are only valid when discussed and agreed with the Finance Department and written confirmation of the amended payment schedule and terms have been received. There is no facility available for parents to set their own payment terms.**

The awarding of an alternative payment arrangement is contingent on the terms being adhered to in full and does not confer the right of the continuation of the arrangement in following year(s). Failure to meet the agreed terms will result in the cancellation of the arrangement and the remaining outstanding balance becoming due in full immediately.

### **Defaulting Accounts**

Any fees not paid in accordance with the school payment policy, direct debit arrangements or remaining unpaid at the start of term will incur a monthly surcharge of 1.25% for every month unpaid. This will be charged to the fee account and/or deducted from any deposit or fee refund due.

Fee accounts must be kept up to date in order to secure the student's place in the school from year to year. Failure to pay fees by the due date, in the absence of an alternative payment schedule agreed in writing with the Finance Department, may lead to the student's withdrawal from the school. Students may not be permitted to use school facilities or to sit the state examinations if the fee account has not been paid in full and it is deemed inadequate co-operation has been received from parents in fulfilling their financial obligations.

The decision to withdraw a student from the school will be communicated to parents one month before the end of term in question to allow sufficient time to make alternative arrangements for the student.

### **FEE SUPPORT**

In recognition of the significant financial commitment undertaken by parents the School itself provides numerous financial contributions to assist with the payment of fees. These include the provision of the Charter Bursary, Entrance Bursary, Governors Bursary, KHPPU Bursary, Paterson Bursary, Canon Gibson Bursary, scholarships, family discounts, yearly fees in advance discount and capital fees in advance discount.

There are also other sources which may provide assistance with school fees, for example, the Secondary Education Grant, Protestant Aid, Kirwan House, Presbytery of Munster, POS Education Fund, etc. Each of these associations will have their own set of criteria and parents should liaise directly with these associations in relation to applying for assistance.

The request for assistance from The King's Hospital School or outside sources does not negate the responsibility of parents to ensure all fee obligations are met when due. The responsibility for the payment of fees ultimately lies with the parents and the school expects all parents to contribute to the fee obligations of their children.

We encourage parents seeking additional assistance from outside sources with payment of their fees to ensure their application is completed in full and returned to the appropriate association in a timely manner. This is to ensure that they have the best possible opportunity of receiving the assistance available to them.

For further information on the fee support options available to parents for the 2021/2022 academic year please review *'Fee Support'*.

## **SCHOOL TRIPS**

All school trips must be paid in advance or paid directly to an external Travel Agent when instructed. The school reserves the right to withhold permission for any student whose account is in arrears to participate on trips organised by the school unless an alternative payment arrangement is in effect.

If payment for a school trip is received for a fee account, which is in arrears with no agreed alternative payment arrangement, the monies will be allocated to the fee account until an alternative payment arrangement has been agreed.

All deposits for school trips are non-refundable unless the trip is cancelled by the school. If a student has paid a deposit for a trip but has not paid the remainder of the balance prior to the commencement of the trip they will not be permitted to travel.

Student's participating in certain sports may be offered the opportunity of availing of 'training camp' trips in the school year, at an additional cost. The Director of Sport will notify parents of these trips as soon as the information is available.

## **TRANSITION YEAR**

Per the school's Terms and Conditions of entry, students are expected to attend for the full academic year. No refunds or reduction of fees will be permitted where a student is removed from the school for a period of time during Transition Year. For clarification purposes, where a full school term's notice is given before the removal of a student in Transition Year, the full year's fees will remain payable where the student is re-entering the school for 5th Year.

## **NOTICE PERIOD**

It is expected that all students who join the school will attend for the full school cycle and leave at the end of 6<sup>th</sup> Year. At least a full school term's notice must be given in writing, prior to the removal of a student, in default of which the term's fees will be payable. No notice period is permitted where a student is removed for a portion of the school year and intends to seek re-entry in the subsequent year. In this case, the full year's fees will be payable.

## **LOSS**

The school takes every precaution to protect the property of students. However, the school does not accept responsibility for the loss or damage for items of value brought to the school.

## **TRAVEL**

Overseas students have the option of participating in the school's 'Overseas Travel Scheme' which offers supervised travel to / from the airport at the official school opening / closure dates for an additional charge. For non-participants in the scheme, the guardian is responsible for all travel arrangements and must accompany the student to and from the airport. Students are not permitted to travel unaccompanied under any circumstances.

The school is not responsible for travel activities outside of authorised school activities and/or travel to the airport at the official school opening/closure dates. These items cannot be charged to the student fee account.

Full information on the scheme will be provided at a later date.

**For further information or clarification on fees or fee support please contact:**

**Mrs Carly Lynch**  
**Accounts Administrator**

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**Email: [feeaccounts@thekingshospital.ie](mailto:feeaccounts@thekingshospital.ie)**