



CHARGING AND REMISSIONS POLICY

Document Control:

Document Owner:	Dan Halls		
Approval Body:	Board of Trustees	May 2025	
Version Number:	1		
Version Issue Date:	May 2025	Effective Date:	May 2025
Review Frequency:	Annually by the Board of Trustees		
Method of Dissemination:	Electronic publication via website		
For Use By:	Membership and all staff where applicable		

Version History:

Version	Date	Author	Reason
V1		Trustees & Governance Professional	

INTRODUCTION

1. This document details the College's policy on charging fees and remissions and lists the circumstances that would attract such charges.

PRINCIPLES

2. Where charges are applicable, the basis of these shall be that the full cost involved will be passed onto the parent(s)/carer concerned to avoid direct or indirect subsidy on others.

BOARDING FEES

3. All Boarding fees are payable by parents of boarding students under the terms of the College Boarding Agreement. There are different arrangements for boarders in the Senior School and Sixth Form regarding the terms of notice and level of charge. These are laid out in the boarding agreements. Parents/Carers pay a specified deposit when accepting a boarding place and this is credited against the final term's boarding fees.

4. Parents/Carers will be sent a termly statement of their boarding account. Failure to pay the fees at the date specified in the boarding agreement will ensure that the outstanding debt will be referred to the Sapientia Education Trust (SET) Board. The Board will direct what further action is to be taken. Under the terms of The School Attendance (Pupil Registration) (England) Regulations 2024, this may result in the student leaving the College at the end of the term in which the fees are due should the fees remain unpaid. Where the Board is required to take legal action for the recovery of fees, all charges associated with this action will be passed onto the parent(s)/carer(s) concerned.

DAY BOARDING FEES

5. All Day Boarding fees are payable by the parent(s)/carer(s) of students who chose to Day Board under the terms of the Day Boarding agreement. Day Boarding is not a category of admission. Failure to pay Day Boarding fees that are owed may result in the Day Boarding facility be withdrawn and students will attend thereafter as day students.

DAY PUPILS

6. Day Pupils pay a lunch charge should they wish to take a meal at the College.

ANNUAL REVIEW OF FEES AND CHARGES

7. The SET Board will undertake an annual review of all fees. Changes to Boarding, Day Boarding and lunch fees will be notified to parent(s)/carer(s) before the start of the Summer Term each year prior to the implementation of any changes in September of that year.

TRIPS AND VISITS (INCLUDING RESIDENTIAL TRIPS)

8. Where the trip or visit is directly linked to the curriculum there will be no transport charge payable. If the trip or visit is non-curriculum based the full cost of the trip (which will be no more than the total cost to the College) will fall to parent(s)/carer(s) of students attending the trip. Payments for Trips and Visits must be made in advance of the trip or visit otherwise the student will not be allowed to attend. Assistance is available for qualifying students with the cost of educational trips and visits under certain circumstances. Queries regarding such assistance should be directed to the relevant responsible person, details of whom can be located via the College Office.

FOREIGN EXCHANGES

9. Trustees may, at their discretion, offer boarding places to Foreign Exchange students at a reduced boarding fee. The number of such places shall be detailed in the College's Admission Policy which is published annually.

LUNCHES AND OCCASIONAL MEALS

10. Where these are taken, parents will be charged at the published rate.

MUSIC TUITION AND OTHER ACTIVITIES

11. Parent(s)/Carer(s) will be charged for costs associated with individual tuition (eg Musical Instrument) and this will be by arrangement via our Music department. Lessons provided as part of the syllabus for a prescribed public examination or as part of the taught teaching curriculum shall be exempt from such charges. Occasionally students will be offered opportunities to take part in or attend other non curriculum activities at a cost to them which will be advertised in advance of their attendance. Where the student signs up to such an activity, default on payment will revert to the parent/carers.

EXAMINATION FEES

12. The College will pay the entry fee for any examination at the end of any course for which a student is accepted and taught at the College or during that course is modular assessment examinations are involved.

13. If a student wishes to enter an examination before the end of a course or at a time other than that usually used for modular assessment, then the full cost of this will be payable by the student's parent(s)/carer(s).

14. If a student wishes to retake an examination or a modular examination, then the charge for this will fall to the parent(s)/carer(s). Parent(s)/Carer(s) will be notified in advance of the level of the charge and a date by which the fee must be paid. Failure to pay the fee by this date will result in the student not being entered for the examination retake.

15. If a student, without good reason, fails to complete the examination requirements, such as attending a modular or final examination or handing in coursework, then the examination fee may be charged to the students parents(s)/carer(s).

16. The cost of entering Music Graded Examinations will be payable by the student's parent(s)/carer(s).

DAMAGE TO AND LOSS OF COLLEGE PROPERTY

17. The cost of repairing/replacing any damage to College buildings, property, books or equipment caused by a student (other than fair wear and tear) are payable and will be charged to the student's parent(s)/carer(s). Parents(s)/Carer(s) will also be charged the full cost of replacement of any text books that are not handed back to the appropriate member of staff at the end of a period of study as requested.

PROJECT MATERIALS

18. Where students consume materials over and above the level which the College would be reasonably expected to provide, the College reserves the right to levy a charge against the students concerned on the agreement that ownership of the item will pass to the student.

REMISSION

19. Students who are entitled to Free School meals will not be charged for the lunchtime meal at the College. Parent(s)/carer(s) may be in receipt of other allowances that may allow them to reduce/offset their fee liability. Further advice should be sought from the Finance Office in this respect.

20. Fees and any prepaid supplemental charges will not normally be reduced as a result of absence due to illness or otherwise. In the event that the Student takes study (or equivalent) leave before or during public examinations or stays away from the College following those examinations, or undertakes a 'work experience' placement outside College, no reduction of Fees will be made in respect of such periods spent away from College other than at the discretion of the College acting reasonably a refund of consumable items included in the boarding Fees for food provision and laundry costs for the period of absence.

21. Parent(s)/Carer(s) may apply for a refund of consumable items where the College was given 30 days notice of absence by the parent(s)/carer(s). Where 30 days notice of absence is not given, parent(s)/carer(s) may apply for remission of consumables for any period of absence after the first 30 days absence.