



MOUNT ANVILLE SCHOOL

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MOUNT ANVILLE SECONDARY & MONTESSORI JUNIOR SCHOOLS

FEES POLICY

School fees are the primary source of income for Mount Anville Secondary & Montessori Junior Schools.

The timely payment of school fees when due is very important in controlling the finances of the school and planning for the future.

In sending their children to the school, parents/guardians accept the obligation to pay the fees in accordance with the terms set out below. No student shall have any right to remain a student in Mount Anville Secondary or Montessori Junior School where fees due remain unpaid. This policy supersedes any previous arrangement for payment of school fees.

Failure to abide by the Fees Policy below may give rise to withdrawal of a student's place in the school.

- A non-refundable deposit is due on acceptance of a place. This deposit is credited to the account in the year of entry into the school.
- Payment of the deposit by parents/guardians is deemed to be acceptance of a place in the school.
- A statement of fees due for the new academic year is issued in early July annually.
- Fees are payable:
 - By bank transfer in full on or before 3rd August.
 - By direct debit twice yearly on the 3rd August and the 3rd December.
 - Quarterly or monthly over 9 months through Easy Payment Plus. See Appendix A. The first instalment must be paid before 3rd August annually.

There is a reduction of €1,000 a year for the third student in a family in the same academic year.

No reduction can be made for temporary absence or if a student leaves during the school year, fees for that academic year are payable in full.

Should a student leave the school for a full academic year, fees for the year are payable to retain one's place in the next academic year.

All school fees are subject to annual review.

- No student will be permitted to progress to the next academic year without all outstanding amounts having been cleared by 31st May.
- The Finance Committee sub-committee of the Board of Management will regularly review instances of overdue balances and decide on the appropriate course of action.
- Unless otherwise advised in writing, notification issued to the student's last known home address/emails on our records shall be considered sufficient notice to both parents/guardians.

Appendix A

Online only through Easy Payments Plus. Click on EPP button (which is located on the top right hand corner of our website- www.Mountanville.ie- Secondary School or located at the bottom right hand corner of our website- www.mountanvillemontessorijunior.ie – Montessori Junior School). This will bring you to a site called www.easypaymentsplus.com. From the drop down menu, choose 'Secondary School. Choose the 'Secondary School Deposit 2020'. Proceed to 'Pay bill' and you will be asked to either 'Log on' (for existing Easy Payments Plus Customers) or 'Register'. If you are logging on, you will be requested to type in your email address and password. If you are a new customer to Easy Payments Plus, you will be asked to register at this point. Please add your child's name and details-after you have entered your own. Please note there is a small transaction charge for Visa Debit per transaction. We do not accept credit cards. Should you have any queries please contact the Bursar's office on 01-2122770.

May 2019.