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www.excellencegirlsacademy.co.uk



SCHOOL FEES AGREEMENT

EGA School Fees

The fees per pupil for the academic year are £3,000. This includes all necessary resource fees but **excludes** official examination fees (i.e. GCSEs) and any additional expenses such as uniform, food, trips, revision guides etc. which will need to be paid separately.

A 10% reduction of fees is offered for siblings which both attend the school at the same time.

This Agreement between you and Excellence Girls Academy will start from the date the pupil begins attending the school (the “Start Date”) and will renew at the start of each full term until the end of the Year 11, unless cancelled in accordance with the paragraph headed “Withdrawal of pupil” below.

Please note that fees will be payable for the entire Year 11 even if they choose to not attend after their final examinations.

If a pupil is admitted after the start of a term, fees for the full term are payable. Teaching dates for each 11-14 week period (“term”) are as set out on our website and will change for each 12 month period starting on 1 September and ending on 31 August (the “academic year”).

By accepting this Agreement, you are confirming that you are able to pay the school fees and will provide evidence of this if requested by the school.

If you would like to discuss this Agreement further or have any queries regarding payment of fees, please contact the school office to make an appointment with the EGA Management Team.

Payment

Excellence Girls Academy is considerate of individual circumstances and offers the following payment options to cover the annual £3,000 payment:

	Number of instalments	Amount	Paid on
Option 1	1 (Yearly)	£3000	1st September
Option 2	3 (Termly)	£1000	1st September, 1st January & 1st April
Option 3	12 (Monthly)	£250	1st of every month from September

Should these options not meet your requirements, we may be able to offer a personalised payment plan upon request, according to individual circumstances. Please discuss this option with EGA Admissions.

Payments may be made via cash handed in directly to the school office or bank transfer/standing order using the following details:

Account name:	Excellence Academy Girls School		
Sort code:	40 23 07	Account number:	82294206
Reference:	Please include your daughter's name as the reference.		

For cash payments, a receipt will be given upon payment.

For bank payments, we will only contact you to let you know if a payment fails or if your continuous payment authority is cancelled or suspended for any reason.

By accepting this Agreement, you understand that the school fee is payable on the designated day as agreed. In the event that you are unable to pay or want to make alternative arrangements, you must inform the school at the earliest opportunity.

As you may be aware, Excellence Girls Academy is a small school and relies wholly on student fees to function and therefore if fees are not paid on time, the school is unable to pay bills and meet resource costs which hinders the education and learning of all our students and puts the school in a difficult position.

Therefore, whilst we are understanding of exceptional circumstances, late payments without advance notice will be subject to the following procedure:

- In the event of non-payment, after one week, we will send a reminder via phone or voice mail.
- After one month, a written letter will be sent home.
- If non-payment continues for a period of 2 months, the Governing Body will be involved and may decide to exclude the pupil (thus terminating this Agreement) by giving you written notice until payment has been made. In this case, repeated non-payments may result in permanent exclusion, with the pupil being removed from the school register.
- Excellence Girls Academy will take measures to recover any outstanding fees which may involve third parties.

Withdrawal of pupil

Cooling off period: If you withdraw the pupil within 14 days of the Start Date (thus terminating this Agreement), you will receive a refund of any sums you have paid to Excellence Girls Academy (excluding the admissions fee) providing you send written notice to admissions@excellencegirlsacademy.co.uk.

One full term's notice is required if withdrawing a pupil from the school to avoid paying additional fees.

If you withdraw the pupil part way through any term (thus terminating this Agreement), fees will be owed up to the end of the term. If you want to terminate the Agreement you must send written notice to admissions@excellencegirlsacademy.co.uk. No refunds will be offered, regardless of how far into the term you withdraw the pupil.

Either you or Excellence Girls Academy may terminate this Agreement by giving written notice if the other party (including the pupil) has not complied with its terms (including our Policies – available on the website or from the school office) and does not correct this within a reasonable period when the party giving notice has asked it in writing to do so.

In some cases, it will not be possible to correct a failure to comply (for example, in the case of serious misconduct) and in those cases the Agreement will be terminated immediately on written notice.

You will still have to pay the fees due for the remainder of the term if Excellence Girls Academy terminates this Agreement because you or the pupil have not complied with its terms (including any Policies). You will have to pay any fees due immediately.

Data Protection

Excellence Girls Academy will process all data which might identify you or the pupil ("personal data") in accordance with the Data Protection Act 2018 and any legislation which replaces or amends it. Full details of this are set out in our Privacy Policy available on our website at www.excellencegirlsacademy.co.uk. If you have any questions about how Excellence Girls Academy handles your data or wish to make any changes to the personal data held please email dpo@excellencegirlsacademy.co.uk.

Changes to the Agreement

Excellence Girls Academy may update this Agreement (including our Policies) during the term of this Agreement. If we wish to make any significant changes, we will notify you in writing of the changes and provide updated versions of these Terms or the Policies at least 30 days before they are due to come into force.

If you reasonably believe that the proposed changes will have a negative impact on you or the pupil you are entitled to terminate this Agreement by emailing admissions@excellencegirlsacademy.co.uk and the Agreement will terminate on the date that the changes come into force. Excellence Girls Academy will refund any prepayments within 30 days of the end of the Agreement.

Declaration

Full name of child:			
Payment option (Circle one):	Annual payment	Termly payment	Monthly payment
Eligible for 10% discount?	Yes		No
If yes, please give reason:			
Payment method (Circle one):	Cash		Bank transfer/Standing Order
I confirm I have <u>read and understood</u> the above fees agreement.			
Signed:		Date:	
Print name:			