

The St Michael Steiner School Financial Policy

The school provides a fee schedule in the parents' handbook and on the website.

Fee increases usually occur once a year and are announced 6 months before they come into effect with the new academic year in September.

Upon acceptance of a place at the school each family must sign and return to the school one financial agreement per child, which forms part of the Acceptance Form.

The stated deposit must be paid before the pupil's start date.

Fee invoices are sent out every year in August. Any queries concerning invoices need to be addressed to the Bursar bursar@stmichaelsteiner.com before term starts in September.

Parents are expected to honour their financial commitments as detailed in all invoices, without the need for the school to intervene and request payment.

Fee invoices may be paid in any of the following ways:

- annually in advance, by 10th September
- termly by 10th September, 10 January and 10 April respectively, or
in ten instalments - from September to June inclusive - by the 10th of each month.

Payment for extra items as listed on the fee schedule is expected to be made within 14 days of the invoice being issued by the school.

It is the parents' responsibility to ensure the school's bursar is notified of any changes in a family's circumstances which might affect their ability to pay fees by the agreed due dates.

To cover the school's costs, a charge of 5% may be added to any bills which are not paid by the due date.

All school fees and afternoon care fees must be paid by bank transfer. Payments should be referenced with the child's full name.

Cheques or cash can only be accepted in exceptional circumstances. In the case of cheques returned unpaid (bounced), charges imposed on the school by the bank will be added to the bill.

Withdrawal of a pupil

The pupil's first term at the school is a trial on both the parents' and the school's side. If the child leaves during this term or at the end of the trial term, there is no requirement for a term's notice to be given and any deposit will be refunded subject to any outstanding balance on the student's account.

After the first term, withdrawal of a pupil requires one term's notice.

Parents need to complete a Notice to Leave form and hand it in to Reception one term before withdrawing their child.

They should also inform the Class Teacher and the Bursar in writing of their intention to withdraw the child from the school.

If insufficient notice is given, then one term's fees are payable in lieu.

Once the leaving date is specified, the Finance Office issues a final invoice, and it is expected that financial responsibilities towards the school be honoured.

Refund of any deposit, which is held by the school, is deducted from the final invoice as calculated above. If the deduction results in a credit, the balance remaining will be refunded within two weeks of the child leaving the school.

Non-payment of fees

The bursar will notify the College of Teachers of any non-payment of fees.

No family will be allowed to accumulate arrears of more than 50% of their annual fees.

If no solution can be found to resolve their payment difficulties, the family will be given notice to leave at the end of the school year.

In this case, any outstanding fees will still be payable to the school and the school will take court action to recover this money if necessary.

Parents will be liable to pay all costs, fees, disbursements, and charges including legal fees and costs reasonably incurred by The St Michael Steiner School in the recovery of any unpaid invoices regardless of the value of the claim.

Exceptions can only be made in very specific circumstances and require endorsement by the trustees.

Fee Assistance

Anyone may apply for a Fee Assistance who has been part of the school from the beginning of that academic year, or who has been offered a place for the coming September.

Fee Assistance is generally allocated in June to be applied from the start of term in September.

In exceptional circumstances, the school will also consider Fee Assistance applications from families joining mid-year.

All Fee Assistance applicants must demonstrate an inability to pay and provide supporting documentation.

We offer Fee Assistance on the principle that it is the last resort for funding of school fees. Applicants must consider all other possible sources of funding before turning to the school.

We have a limited budget for Fee Assistance. Priority will be given to current recipients, then to other families in the school, then to new applicants.

Applications received after our stated deadlines will lose any priority status.

In any event, the school reserves the right of absolute discretion in the provision of a Fee Assistance.

Fee Assistance is granted for one year; at the end of that year, everyone who needs it for the next year must reapply and will be expected to gradually increase their financial contribution to the school.

Fee Assistance for the following year can only be awarded if all fees due for the current year have been fully paid.

The Bursary Fund is typically limited to 5% of the previous year's fee income. The amount available will be distributed by the Bursary group according to need for up to 30% of the yearly fees.

If a family's circumstances improve during the year, we expect that they will voluntarily increase their payments to the school accordingly; Fee Assistance is for those who really need it.

All payments are to be made by standing order by the 10th of each month for 10 months of the year.

If parents who have been awarded Fee Assistance do not keep their agreed payments, and do not contact the school, the Fee Assistance will be withdrawn, and the child may be asked to leave the school.

Full Bursaries

The school offers three full bursaries at any one time. These are available for students in Class 9 and above and will be awarded for the remainder of the student's stay at the school.

A full bursary will become available when a current recipient leaves the school or no longer needs the bursary.

Applications for a full bursary need be made in the same way as for standard bursaries. They are strictly means tested and families must demonstrate their inability to pay and provide supporting paperwork for both parents.

Full bursaries are limited to one child per family and the child must have been in the school for a minimum of two years.

Part of the application process for a full bursary will be an interview between the parents and the Finance office.

At all times full bursaries are offered at the discretion of the school. Any provision of a full bursary in the past does not automatically guarantee this will be provided in the future. The school reserves the right to withdraw a full bursary at any time. In all cases, conditions of the provision of a full bursary include regular attendance (90% minimum).

Reviewed: August 2023