



Jersey College for Girls
&
Jersey College Preparatory School
Payment of Fees Policy

In consultation with the Board of Governors and the States of Jersey Education Department, the fees for Jersey College for Girls (JCG) and Jersey College Preparatory School (JCP) are subject to an annual review each Spring Term in advance of the start of the next academic year.

Fees are paid a term in advance by direct debit and payment is either taken in full on the first day of term or monthly, commencing 1 June, 1 October and 1 February for the Autumn, Spring and Summer terms respectively. Parents who do not settle their accounts in full on or before the first day of term will be given a further opportunity to do so, including agreeing a repayment plan. All applications for entry, and continuing attendance, are subject to the ability of parents to meet the fees.

JCG operates a limited means tested bursary scheme and may be able to offer temporary financial assistance to those unable to meet their commitment in the short term because of a change of circumstances e.g. due to unemployment, bereavement or illness. Bursary application forms are available from the Principal's PA. It is vital that parents seeking short-term assistance get their bursary forms completed, validated by the Income Tax Department and returned to JCG swiftly, together with any supporting evidence required.

At JCG, longer term financial assistance is available from the College and a number of charitable trusts on a means tested basis. Long-term awards are made in the Spring Term for the following September. They are subject to annual review and may be adjusted according to changes in income and circumstances. Where a parent's financial circumstances remain unchanged, the College or charitable trust would normally expect to continue supporting a student half way through a public examination course i.e. a student offered support in Year 10 would normally continue to be supported in Year 11. Application forms for long-term bursaries are available from the Principal's PA.

Whilst each case is considered on an individual basis, we set out below Treasury's usual process for the collection of JCG and JCP's fees.

1. Treasury raises invoices 4 months ahead of the start of term using data supplied by JCG and JCP.
2. Treasury runs payments check 7 working days after the start of term and sends a reminder to any parent whose account remains unpaid in full or in part enclosing a copy of the fees policy.
3. Treasury runs a payment check 21 working days after the first check. A second reminder letter is sent warning the parent that their child's place will be forfeit at the end of the term unless they (i) settle the debt; (ii) agree a repayment plan for the outstanding balance and adhere to the commitments entered into; or (iii) a bursary is agreed with and put in place by JCG. The schools are provided with a list of all late payers on a monthly basis.
4. The schools send a follow up letter to the parent reinforcing the original letter from Treasury.

5. If fees remain outstanding and no payment plan (or bursary with JCG) have been agreed and are in place by the half term, then the parent will be notified that the student's name will be removed from the school roll at the end of term and any debt will be referred to the Petty Debts Court. In these circumstances parents are responsible for contacting the Education Department to arrange alternative schooling for their child.
6. The Principal will contact the Department for Education to effect the removal. This is obviously the last resort and JCG and JCP will take all reasonable steps to avoid this situation occurring.

A full term's notice of the intention to withdraw a pupil from the school must be given in writing to the Principal or Head Teacher. Accordingly, notice must be given:-

1. on or before the last day of the Summer Term to withdraw a pupil at the end of the following Autumn Term;
2. on or before the last day of the Autumn Term to withdraw a pupil at the end of the following Spring Term; or
3. on or before the last day of the Spring Term to withdraw a pupil at the end of the following Summer term.

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