



BOARDING FEES PAYMENT POLICY

Approved by:	BET Board of Trustees on <i>recommendatio n Committee of SGS</i> of Boarding	Date: March 29 2022
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Last reviewed on:	March 2024
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Next review due by:	March 2025
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Boarding Fees means, in this Policy and the Boarding Undertaking, the security deposit; the fees (per term) and any extras as published on the SGS website below including English for speakers of other languages; extra music tuition and sundries.

The Boarding Fees for each academic year are as published April for that September on the SGS website available here: [Boarding Fees, Terms and Conditions](#). Fees for the successive academic year are indicative only.

Boarding Fees are reviewed annually, and changes are recommended by the Boarding Committee of the Local Governing Body for approval by the Board of Bohunt Education Trust (BET), one term in advance of the September in which they become effective. Parents will be notified of any increase in fees at least one term in advance of the increase becoming effective.

A security deposit is required to secure an offer of a Boarding place. If you subsequently decide not to take up this place, the deposit is non-refundable. Once the student commences Boarding, this deposit becomes a security deposit that can be offset against any unpaid costs (including, but not limited to, fees and/or the cost of any property damage) attributable to the student. The balance of which will be refunded no later than six months after the student is no longer a Boarding resident.

The Boarding Fees are an annual fee that we divide into three equal amounts for each term. Invoices for the Boarding Fees that become due and payable each term are sent just before the half-term holiday of the previous term to the parent/carer with Parental Responsibility for the child as named on the Undertaking, signed prior to a boarding place being taken up. This Undertaking acts as a legally binding contract between that parent/carer and the school.

Parents/carers must pay the full fees for the student's first term and all subsequent terms within the 28 days of the invoice date, or if agreed to pay in specified instalments on the dates shown for payment of each relevant instalment on the Boarding Fees Choice of Payment Method.

A student may not take up their boarding place at the beginning of term unless the term's fees have been received in full, unless otherwise agreed with the Director of Boarding.

If the fee payment is not received at that time despite reminders, it will be assumed that the place is no longer required.

Should a student entering Year 12 not attain the required grades at GCSE or international equivalent for entry to SGS Sixth Form, meaning that the student cannot be offered a suitable course at SGS Sixth Form, then the Boarding Fees paid by the parent/carer attributable to Year 12 boarding will be repaid in full.

Notice period differs for Secondary Boarding (to year 11) and Sixth Form Boarding (years 12 & 13):

- a. For Secondary Boarding: One term's notice is required if a student no longer requires a boarding place (excluding Sixth Form Boarding). For clarity, this notice must be received by the school in writing before 5.00pm on the last day of term. The notice period will subsequently run throughout the following term until 5.00pm of the final day of the following term. If a term's notice is not given the parent/carer will be liable to pay a term's Boarding Fees in lieu of this notice.
- b. For Sixth Form Boarding: If a student no longer requires a boarding place in Sixth Form Boarding, the provisions of Section 5 of the Undertaking apply. Namely that Sixth Form Boarding is offered subject to a minimum two-year course unless a one-year course has been offered and confirmed in the offer letter. If at any time during Sixth Form Boarding notice is given within this period, the Security Deposit will be forfeited and the current term and following term's fees will become liable. If notice is given at any time during

Sixth Form Boarding, the notice period runs for the remainder of the term notice is given within, and the subsequent term. Parents/carers remain liable for Boarding Fees during this notice period, and the Security Deposit will also be forfeited.

Notwithstanding the provisions of this Policy, the provisions of the BET Charging and Remissions Policy further apply with respect to any non-payment of fees (including any additional charges for boarding students such as English for Speakers of Other Languages support) due and payable.

In particular, and without limitation, if amounts due and payable under this Policy are outstanding, the School reserves the right not to pay for any re-sit, or not to enter the student for any other examination not recommended by the School or any examination which is a non-public examination, or not to issue any certificate issued by an awarding body until such time as the outstanding amounts due and payable have been paid in full.