



Loreto College Junior School

Fees Policy

Loreto College Junior School is a not-for-profit fee-charging Independent school. The only source of funding is school fees and we are not in receipt of any contributions from the Department of Education.

The Board of Management acknowledges that the timely payment of school fees, when due, is essential in maintaining appropriate control of finances and in planning for the school's future.

This policy will come into force from July 1st 2022 with the exception of Clause 3b below which will apply to parents of pupils in Junior Infants from September 2023.

The objectives of this policy are to:

- provide transparency to parent and prospective parents of pupils of LCJS about fee policy and LCJS's approach to changes to fees;
- provide for the long-term financial sustainability of LCJS and ensure funding for all educational and ancillary activities;
- ensure that fees which are due to LCJS are collected in line with this policy to ensure fairness for all parents.

1. Acceptance of the Fees Terms and Conditions

Acceptance of an offer of a place in Loreto College Junior School implies acceptance of these fee terms and conditions set out below, the Admissions Policy and the Code of Behaviour.

2. School Fees

It is the policy of the Board of Management to only implement fee increases when unavoidable. Fees may be increased to ensure educational and other activities are funded and to ensure a sustainable future for the school.

The Board of Management shall determine the fee each June for the school year ahead having taken the appropriate advice.

We will adopt the following hierarchy:

1. Reducing costs where possible in the light of the prevailing operating environment;
2. Ensuring classes operate at an optimal capacity whilst having regard for class sizes;
3. An increase of fees.

Step 3 will only be undertaken as a final resort and the quantum of any increase will be the minimum.

No student shall have any right to remain in Loreto College Junior School in the event that fees properly due and owing remain unpaid.

Failure to abide by this Fees Terms and Conditions policy may lead to withdrawal of your child's school place.

3. Deposits

- a. A non-refundable charge of €50 is payable on submission of an application for Enrolment. This charge goes toward the administrative costs of processing an application.
- b. A non-refundable deposit of €1200 is due on acceptance of an offer of a place in order to secure the place. This deposit is offset against a student's final fee invoice.
- c. If a decision is made to leave Loreto College Junior School, it is required that the fee payer give 1 full term's notice in writing to the Principal.
- d. If the fee payer does not give the required notice, they will be charged one term's 'fees in lieu of notice'. Their deposit is offset against the 'fee in lieu' of notice.
- e. Fee refunds will not be made in respect of students who, for any reason, are absent for any portion of the school year.
- f. Notice must be provided in writing to the principal by 30th June where a student is not returning for the coming academic year, otherwise 50% of the coming academic year's fees will be payable.
- g. There is no refund for fees already paid where a pupil departs the school after the start of term.

4. Family Discounts

When three or more siblings are attending the school simultaneously, a 10% discount will apply to the core school fees for the third and any subsequent daughter(s) enrolled in the school.

5. Personal Pupil Insurance

A fee of €9 will be charged per student, per year for personal injury 24 hour cover.

6. Payments and Collection Procedures

- All fee invoices are issued in July of the preceding academic year and are due payable on or before by a specified date in early August of that same year.

- Loreto College Junior School requires that all fees are paid in the following ways;
 - (i) in full, in advance of commencement of each academic year or,
 - (ii) in specified instalments by standing order for 9 months during the academic year. The first instalment of which must be paid in advance of commencement of the first term.

(For the academic year 2022/23, first payment is due on or before 8th August 2022)

- If fees or any part payment are not paid by the agreed date, the following collections procedure will apply:
 - (i) Stage 1- Email/ Aladdin Notice reminder- 5 working days after non-payment.
 - (ii) Stage 2-Letter- 10 working days after non-payment.
 - (iii) Stage 3- Phone Call-15 days after non-payment
 - (iv) Letter from the BoM-1 month after non- payment
- Under exceptional circumstances, alternative payment schedules may be agreed for families experiencing temporary financial difficulties. It is the responsibility of the fee payer to advise LCJS of any requirement to avail of an alternative payment schedule. Alternative fee schedules are only valid after agreement from the Board and upon receiving written confirmation from the fee payer of agreement to the terms of the new payment schedule. The Board will consider all requests sympathetically depending on the family circumstances.
- If there are balances outstanding at the end of an academic year, LCJS reserves the right to withhold the student's report until accounts have been settled in full.
- If there are balances outstanding at the end of the year and no written commitment to an agreed plan has been received by LCJS, the fee payer will be sent a final reminder and informed that if no alternative payment proposal is made and agreed, the account will then pass to a debt recovery agency.
- If all of the above does not result in the collection of outstanding fees, LCJS will have no alternative but to issue a Do Not Return notice.

The Board trusts that all parents/guardians will understand the need for these procedures, that it is fair to all families, and thanks them for their continued support and co-operation.

This document will be subject to on-going review, as appropriate.

Ann Donnelly

Chairperson, LCJS BOM

Date:

Tracy Hogan

Principal, LCJS

Date:

Revision History

DATE	EVENT	AUTHORITY
March 2022	Policy Creation	Board of Management