



**Barnet Hill Academy**  
FAITH • EXCELLENCE • KNOWLEDGE

# Fee Collection Policy

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# Fee Collection Policy

## Contents:

1. Rationale
2. Definition
3. Role of School Governors
4. Procedures
5. Fee Collection Procedure
6. Payment Options
7. Payment Methods

## Rationale

The School has a responsibility to communicate the financial considerations and arrangements under which they operate to parents enrolling their children at Barnet Hill Academy. Parents are required to make payments promptly to the Academy by the means and processes outlined in our Fees Policy, as fees are a necessary contribution to the costs of delivering education at independent fee-paying schools, such as Barnet Hill Academy.

The principles outlined in our Fees Policy and Fees Collection Policy are governed by our Islamic ethos and shall be approached in the spirit of consistency and fairness to all parents/guardians.

## Definition

For the purpose of this policy statement, School Fees shall include the total cost of educating a child and thus includes the tuition fees, however, books, trips, stationery and uniform costs are not included.

## Role of School Governors

At Barnet Hill Academy, the Governors are responsible for the financial management of the school, including the setting of school fees in accordance with the policies and guidelines of BHA.

## Procedures

The Academy employs the following procedures to ensure consistent fees collection.

- The school may choose to amend the fee arrangements including its rates, sibling subsidies, and schedule annually and from time to time, to reflect the needs of the school. In the event of any changes, the Academy will inform parents in advance.
- Once Parents/guardians accept the offer of an Academy place it is understood that all Terms and Conditions, e.g. Admissions, Fees and all related policies, have been read and accepted. Term dates are published on the BHA website in advance for all interested parties to view and note. Parents/guardians are expected to refer to the school's **Admissions Policy** and **School Fees Schedule** in conjunction with our **Fees Policy** – these are located on the BHA website.
- Parents are required to complete a Direct Debit mandate with our banking service provider *GoCardless*. Parents should not make any amendments to their Direct Debit without prior arrangement with the school first.
- A non-refundable Application fee must be paid when applying to the Academy, upon acceptance of a school place, a non-refundable Registration fee is also due.
- Parents/guardians must sign and return the Fee Agreement Contract before a child may be accepted at the school and pay the first instalment of fees due, along with the Fee Deposit, provided all dues to the school have been settled.
- Contract Agreements will be sent out at the beginning of the Fee Year for parents to sign, in line with their preferred payment plan. Contracts must be signed and returned by the deadline stipulated in the outgoing letter/email.
- All payments must be received by the 5<sup>th</sup> of each month and all fees are to be paid a term in advance via GoCardless.
- Bank transfers can strictly only be made for the registration fee and annual payments made in advance. The Academy will not accept any responsibility where money is transferred without prior arrangement with the school.

## Fee Collection Procedure

The Academy employs a three-stage Fees Collection Procedure.

- **Stage One:**

If fees have not been paid by the due date on the agreed contract, a written communication shall be sent to parents/guardians, bringing promptly to their attention the outstanding balance. This letter will offer parents/guardians 5 working days to pay the outstanding balance.

- **Stage Two:**

Should there be no response within 5 working days, the School Bursar will send a second written communication. Parents/guardians will be reminded that as per the Fees Policy, failure to make payment may result in the withdrawal of a school place. Parents/guardians will be given a further 3 working days to bring their account to date. This will also be accompanied by a phone call between the School Bursar and parents in a sensitive, discreet and confidential manner.

- **Stage Three:**

If no action results from the stage-two approach within 3 working days, a formal registered letter from the school will be sent to remind parents/guardians of their financial obligations. This letter will include an invitation to discuss the matter with the school Bursar and a specified timeframe for a response.

**Final Stage:**

After stage three, if there is no response or action from parents/guardians to resolve the payment of school fees, the School Bursar will present to the Finance Committee, all documentation showing the attempts to collect the school fees and ask the Committee for further instruction. Their decision may ultimately result in the withdrawal of an offer of a school place.

## Payment Schedule and Methods

### Payment Options

Payments are due to the Academy in one of three options.

### Payment methods

The Academy accepts the following methods of payment.

<b>Option 1:</b> Annual Payment	One payment in full, a term in advance.
<b>Option 2:</b> Termly Payments	One third payment a term in advance due by the 5 <sup>th</sup> of each quarter.  Reminder dates will be issued via GoCardless.
<b>Option 3:</b> Monthly Payments	12 monthly instalments due by the 5 <sup>th</sup> of each month.

- GoCardless

All monthly and termly fees are due via GoCardless

- Bank Transfer

Annual fees can be paid via bank transfer with prior arrangement with the School Bursar