



Hamilton College (“the School”) Policy on Payment of Fees

School Fees

The annual fees (referred to as “the Fees”) charged by Hamilton College are broken down into -

Tuition fees

Meals

SQA levy (as appropriate depending on stage - from S3 upwards)

Transport (as required by individual pupils)

IT/Textbook Levy

Capital Projects Levy

The level of all elements of the Fees are subject to annual review and are notified to parents in April of each year.

Payment Method

The Fees are payable by direct debit in 12 equal instalments from June to May in any year. As an example, the Fees for academic year 2019-2020 are payable from June 2019 - May 2020.

Direct debit payments are scheduled for the first day of the month.

The Fees will not be refunded or abated in respect of any period of non-attendance or absence from the School.

The School cannot accept payment of Fees by cash or credit card payment.

Starters and Leavers

In the event of a pupil starting the School mid-way through the academic year, an apportionment of the fees will be payable. Reference should be made to the Finance Manager for specific calculations.

In the event of a pupil being withdrawn from the School, either 4 months’ notice in writing must be provided to the School or a payment of 4 months’ fees in lieu of notice will be payable to the School.

Late Payments

Payments to the School will be allocated to any outstanding Fees first, and then to trips or any other payments due to the School.

In the event that Fees or any other any payment due to the School is not made to the School in full on or before the due date then the School shall be entitled, but not obliged, to charge interest on the overdue amount, from the due date up to the date of actual payment, at the rate of ten per cent (10%) per annum above the base rate of the Bank of Scotland plc.

Any written or telephone communication from the School as regards unpaid fees shall incur an administration fee of £30 per communication. Any costs or fees incurred by the School in collecting overdue amounts shall be added to the overdue amounts.

In the event that Fees or any other payments due to the School are not paid by the due date, the School may deem the child's place to be forfeited.

Bad debts will be pursued by the School through internal means and external agencies. Where a parent/payee finds themselves in difficulties as regards payment of Fees the school should be advised as early as possible to allow arrangements to be put in place.

Nursery Fees

The fees for use of the School Nursery ("the Nursery Fees") are reviewed annually. Notification of revised Fees will be made known to parents at least 3 months prior to their implementation.

Payment Method

The Nursery Fees are payable by direct payment or by standing order in 10 equal instalments from August to May in any year. As an example, the Nursery Fees for academic year 2019-2020 are payable from August 2019 to May 2020. A Standing Order mandate and monthly amount calculation can be requested from the Nursery.

Payment of Nursery Fees can also be made using a workplace Childcare Voucher provider. Details of which are available from the Nursery.

The Fees will not be refunded or abated in respect of any period of non-attendance or absence from the School.

The School cannot accept payment of Nursery Fees by cash or credit card payment.

Leavers

In the event of a pupil being withdrawn from the School Nursery, either 8 weeks' notice in writing must be provided to the School or a payment of 8 weeks' fees in lieu of notice will be payable to the School.

Late Payments

Payments to Hamilton College will be allocated to any outstanding Nursery Fees first, and then to any other payments due to the School.

In the event that Fees or any other any payment due to the School is not made to the School in full on or before the due date then the School shall be entitled, but not obliged, to charge interest on the overdue amount, from the due date up to the date of actual payment, at the rate of ten per cent (10%) per annum above the base rate of the Bank of Scotland plc.

Any written or telephone communication from the School as regards unpaid fees shall incur an administration fee of £30 per communication. Any costs or fees incurred by the School in collecting overdue amounts shall be added to the overdue amounts.

In the event that Fees or any other payments due to the School are not paid by the due date, the School may deem the child's place to be forfeited

Bad debts will be pursued by the School through internal means and external agencies. Where a parent/payee finds themselves in difficulties as regards payment of Fees the school should be advised as early as possible to allow arrangements to be put in place.

Last updated - January 2020
Next review - April 2021