



BANDON GRAMMAR SCHOOL

FEES AND GENERAL PROVISIONS

SEPTEMBER 2023

(Registered Charity Number 6078)

1. Introduction:

Bandon Grammar School is recognised by the Department of Education & Skills as a fee charging school and within the Protestant Block Grant Scheme. The School was founded in 1642 and is a not for profit co-educational fee paying day and boarding school with over 700 students. Fees for the academic year are set by the Board of Directors. With over 30 hectares of grounds we have ample space for recreation and development in quiet surroundings, ideal for young people to have the tranquility and stimulation for intellectual, physical, moral and spiritual growth. Pupils from all over the world, from diverse backgrounds, cultures, faiths and races work together in harmony to achieve the very highest standards.

2. Acceptance of Fee Terms & Conditions:

Acceptance of an offer at Bandon Grammar School implies acceptance of the Terms & Conditions within this document, the School Ethos Statement and the School's Code of Behaviour. All of the policies are available on the School website.

3. Fee Schedule:

Bandon Grammar School Fees for the Academic Year 2023 / 2024	
Tuition & Residential Fees	€
Day Pupils	4,418.00 (2,209.00 per half year)
5 Day Boarding (inclusive of tuition fee)	10,722.00 (5,361.00 per half year)
7 Day Boarding (inclusive of tuition fee)	16,426.00 (8,213.00 per half year)
Additional Fees	€
Locker & Lock Fee	50.00
Insurance Fee	15.00
Transition Year Fee (4 th Year only)	700.00 (350.00 per half year)
Weekend Boarding (see point 11)	250.00
Development Charge (per new pupils joining 4 th , 5 th , 6 th Year *)	500.00
Deposit Charge (new pupils only, see point 9, 10 & 11)	
Day Pupils	350.00
Boarding Pupils	550.00
Optional Extras (charged separately)	€
Music Lessons. Instrument per year	850.00 (425.00 per half year)
After School Study / Tea	Separately Advised
Sports Breakfasts	Separately Advised

* **Development Charge:** A once-off development charge of €500 is applied to new pupils joining 4th, 5th or 6th Year for the first time to support the provision and upkeep of school facilities and services.

Lunches: Day pupils can avail of a hot lunch in the Dining Hall at a current cost of €5.00 per meal. This can be paid for daily in the canteen, preferable by contactless card payment. Should this charge increase, it will be communicated within the School communication channels.

School Trips: All school trips that require overnight stays must be paid for in advance. The School reserves the right to withhold permission for any student whose account is in arrears with no agreed alternative payment arrangement.

General: Any additional costs incurred by the School on behalf of the student will be allocated to the fee account as they are incurred and are due for payment with the basic school fee. This will include for example but are not limited to supplementary text books, class materials for practical subjects (i.e. Art, Construction Studies, Technical Graphics and Home Economics), supporter's buses, seminars and external exam papers for Junior & Leaving Certificate mock examinations.

All extras will be itemised on the fee statement.

Medical Expenses: All costs incurred attending hospital or medical personnel will be charged along with prescription charges. The costs of transport (taxi) to and from medical appointments / hospital visits will be passed onto parents / guardians.

In the event of a pupil having contact with an infectious disease, the Principal or Nurse should be informed at once. In certain circumstances a pupil with an infectious disease may be required to leave the school campus.

Fee Remission: Parents may claim remission of school fees where pupils are absent during term for more than 21 school days due to illness. A doctor's certificate will be required.

Transition Year: Due to the large volume of planned School activities carried out in Transition Year, the School has decided to group the majority of these planned events into one charge of €700.00, billed twice yearly in amounts of €350.00 to assist parents / guardians with budget planning for this year. There may be additional smaller charges largely dependent on the level of engagement

4. Family Discounts:

Reduction of fees will be granted where more than one member of a family is attending the school:

- 10% of the fees (less State Grant) for two members,
- 20% of the fees (less State Grant) for three members,
- 30% of the fees (less State Grant) for four or more members.

Each reduction is made on the full fees charged.

5. Fee Support:

Support of parents / guardians requiring financial assistance will be considered and examined on an individual basis. Please contact the Head of Finance & Facilities in confidence if support and / or assistance is required.

The Principal / Head of Finance & Facilities may have information about other sources of assistance available in certain circumstances which will have their own individual criteria. The School should

be contacted when unforeseen difficulty regarding payment of fees has occurred. Parents / Guardians who experience unforeseen financial difficulties are asked to contact the Head of Finance & Facilities at the earliest opportunity to discuss remedial measures.

6. Accident Insurance:

Accident Insurance charge of €15 is a mandatory premium covering routine medical expenses following accidents to students, with a sum insured of up to €50,000 per student per claim. The policy is limited to payment if medical and dental expenses are not recoverable from any other policy of insurance or any other health or personal accident insurer. Please note that cover is for school related activities only. In the event of an accident resulting in medical expenses you may contact Reception.

Please note that property is not included within this insurance. While precautions are taken to protect the property of pupils, The Board of Directors cannot accept responsibility for missing items or items of value brought to the School. The School does not carry insurance cover for pupil's property.

7. Payment Policy:

- (i) Tuition Fee and Boarding Fee: Invoices are issued in two instalments, one half in July / August and the other half in December / January. These fee invoices will include the incidental charges which are additional to the basic residential and tuition fee. A further 'Extra's' billing will be made in May of each year of any extra incidental charges incurred by the school on behalf of the pupil. Parents accept a contractual obligation to pay fees and extra costs by due dates.
- (ii) Payments: Must be made in full within six weeks of the Invoice Date each term. If an account is not settled in full before this six week period, the School reserves the right to apply a surcharge payment of €250.00 to the account. Where an account remains outstanding beyond this date, the school place may be withdrawn at the discretion of the School.
- (iii) Payment method: The preferred method of payment is by way of Electronic Bank Transfer to the School's Bank account.

Name of Account: Bandon Grammar School
Name of Bank: AIB Bank, South Main Street, Bandon, Co Cork
IBAN Number: IE68 AIBK 9340 4628 3400 20
Swift / BIC: AIBKIE2D

Note: Please ensure you quote your 5 digit family account number as your narrative (i.e. ABC01). This is referenced on the top right of the fee invoice.

Alternatively, cheques should be payable to Bandon Grammar School.

Due to new banking regulations, we cannot facilitate cash payments of fees.

- (iv) Alternative Payment Arrangements: Under exceptional circumstances, alternative payment schedules may be agreed for families experiencing temporary financial difficulties. Alternative payment schedules are only valid when discussed and agreed with the Head of Finance & Facilities and written confirmation of the amended payment schedule and term have been received.

Failure to meet the agreed terms will result in the cancellation of the arrangement and the remaining outstanding balance becoming due in full immediately.

- (v) Defaulting Accounts: Fee accounts must be kept up to date in order to secure the student's place in the School for the next academic year. In the event of failure to pay fees by the due date and in the absence of an alternative payment schedule agreed in writing with the Head of Finance & Facilities, the School reserves the right to withdraw the student from the School. If there are balances outstanding at the end of the academic year, the School reserves the right to withhold the student's report until the account has been settled in full. Students may also not be permitted to use School facilities or to sit State Examinations if the fee account has not been paid in full.

If there are balances outstanding at the academic year end which are not subject to an agreed written payment plan, the fee payer will be sent a final reminder and informed that the debt will be passed to a debt recovery firm.

- (vi) Fee Review: It is impossible to forecast accurately the extent that costs will increase during the new school year, therefore the school reserves the right to review the second instalment of fees due on 1st February 2024.

8. Application Fee:

A non-refundable application fee of €100.00 must accompany application forms for admission. A separate form must be submitted for each child, if you wish them to be considered for a place.

9. Deposits:

- (i) Offers for places at Bandon Grammar School will be communicated to the parents / guardians. The offer will include Confirmation of Acceptance along with an Enrolment Form which must be completed and returned together with a deposit to be received no later than the date indicated on the Enrolment Form. Any offer of a place is subject to payment of the following deposits;
- a. €350.00 for a Day Pupil
 - b. €550.00 for a Boarder Pupil

Once a place has been accepted and the deposit has been paid by Electronic Bank Transfer, this deposit is non-refundable if the place is subsequently not taken up.

- (ii) Cash payments are not accepted for registration / application fees or deposits, in addition the name of the child must be clearly shown on all payments when processing the Electronic Bank Transfer.

10. Offset of Deposit & Notice Period:

- (i) The deposit is offset against the student's final school invoice.
- (ii) If the decision is taken to remove a student from the School, it is required that the fee payer give three months written notice to the Principal.
- (iii) If the decision is taken for a student not to return for the following academic year, written notice to the Principal must be provided no later than the 01st March, failing which the following term's fees must be paid.

11. Boarding School:

Applications made to the Boarding Department are for Boarding only.

Changes from Boarding to Day pupil are only considered in exceptional circumstances. The fee payer will be charged Boarding rates unless the School is in a position to find a replacement Boarding student and a Day place is available if this change is requested during a School year.

A student who successfully applies for and who has accepted a place as a boarder in the School will not receive any priority if at any time s/he subsequently applies instead to be enrolled as a day student. In such cases, this student will be deemed to be making a new application and the application will be determined in accordance with this Admissions Policy and will be afforded the priority that applies to an applicant making an application for a day place. This means that an applicant who had been enrolled as a boarder in the school, who subsequently applies to be admitted as a day student, may not be successful in being enrolled in the School as a day student. The boarding space held by the applicant shall not be deemed to be a day space for the purpose of his/her application. Furthermore as per the School's Policy of Fees, parents and guardians agree to pay each half year's fees in advance and if withdrawing and /or changing a pupil from either a boarding or day space are required to give three months' notice of withdrawal in writing or pay a third of a years' fee in lieu of notice.

Weekend Boarding: Any 5 Day Boarder wishing to stay for any portion of the weekend, will be charged a weekend boarding fee of €250.00. This will be applied to the student's bill on confirmation from boarding staff that the student was on the School grounds throughout the weekend.

Removal of Boarding Rights: In the event of a Student being removed from Boarding on any grounds, the full Boarding fee for the School year remains due. There will be no refund and / or waiving of these fees.

Boarding Pocket Money: 5 Day and 7 Day Boarders seeking the School office to hold 'pocket money' on their behalf, must have it transferred by Electronic Bank Transfer to the School's Bank account. Please ensure you quote your 5 digit family account number as your narrative (i.e. ABC01). This is referenced on the top right of the fee invoice. Parents are also advised to email accounts@bgsmail.ie to confirm details of the pocket money amounts being transferred on behalf of their children. The School office, will from September 2023 no longer hold 'cash' pocket money for students. Any cash amounts held in the School office safe at the end of term will be credited to the fee payer's account.

12. Additional Extras:

From September 2023, Bandon Grammar School is introducing a Peripatetic Music Programme within the School.

This programme will consist of 27 lessons over the School year of 40 minutes duration each, being a total of 18 hours of tuition.

Music lessons are generally held during the school day and on the same day each week. However, the time changes weekly so that students do not miss the same classes in consecutive weeks. Some teachers may be able to offer lessons before or after school but this cannot be guaranteed and depends on the individual teachers. This rota will be subject to teacher availability.

The yearly charge of €850 is the fee per instrument. Music fees will be charged to the pupils account. €425 will be charged in July / August and €425 will be charged in December / January

Please see our School website, www.bandongrammar.ie for our Application for Instrumental Music Tuition Form.

13. Cashless Campus:

Due to new Regulations, the School will remove all cash transactions from the School campus from September 2023 onwards. This will include the following;

1. The Pocket Money function within the School office. Day Pupils will be required to bring electronic cash in the form of Bank Visa Debit cards / Revolut / Google Pay / Apple Pay etc. for use on School grounds.
2. The School canteen will operate a cashless service, with visa terminals now available at both the main restaurant and tuck shop offerings.

Exceptional circumstances will be facilitated on an individual basis.