



INTU EDUCATION

Home School Fee Policy

Approved by:	The Directors'
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Our aim is simple: To support and serve all communities with affordable, outstanding education. Including a range of bespoke tutoring, mentoring, consulting, home schooling, and teacher recruitment services.

INTUEDUCATION is committed to working in partnership with the parent/guardian community. This policy ensures that guidelines and procedures are clear and aims to provide clarification on all fee related queries.

School Fees for Academic Year September to August				
Type of Payment	Key Stage 1	Key Stage 2	Key Stage 3	Key Stage 4
Annual	£2,160 per year	£2,160 per year	£2,160 per year	£2,160 per year
Termly: 3 equal Payments Term 1 – 1 st September Term 2 – 1 st January Term 3 – 1 st May	£720 per term	£720 per term	£720 per term	£720 per term
Monthly: 10 x Payments (calculated from September to June)	£216 per month	£216 per month	£216 per month	£216 per month

There is a non-refundable enrolment fee of £100 per child payable.

An advanced holding refundable deposit of £216 per child payable.

School fees are due prior to the first day of term and in accordance with our terms and conditions.

Terms and Conditions:

1. Annual Payment

- a) Full Fees for the academic year will need to be paid by the 1st of September.
- b) A parent/guardian can enrol their child throughout the year. If a child joins after September, they will be required to pay until and including July.
- c) If parents/guardians wish to enrol their child but there is no space, then they are placed on a waiting list.
- d) The cost of the text books will have to be paid in addition to the fees. You will purchase them from any source you wish and we will provide the ISBN number.
- e) The cost of exercise books, exam booklets or any trips will have to be paid by the parent/guardian.
- f) If parents/guardians wish to enrol their child, then they will have to complete the application form, pay a £100 nonrefundable enrolment fee and pay a refundable holding deposit of £216.
- g) An Advance refundable deposit of **£216** must be paid to confirm your child's place and before the child can start attending the provision. In the case of application withdrawal (by the parents/guardians), the Advance Deposit is refundable when a written cancellation is received within 7 calendar days from the date of the payment made by the applicant.
- h) If a parent/guardian is applying for their child prior to the start of the new academic year (example in April/May) then to secure your child's place, the £100 nonrefundable fee, the advanced holding deposit of £216 and the fee of September of £216 must be paid. The **total amount of £532** must be paid by the date stipulated in the email headed 'Admission Academic Year' – e.g. Admission 2023-2024'. The total amount of £532 is non refundable unless in the case of application withdrawal (by the parents/guardians), the Advance Deposit and the fee of September is refundable when a written cancellation is received within 7 calendar days from the date of the payment made by the applicant.
- i) If a student is to enroll mid term then the parent/guardian will pay for the remaining months in that term plus any additional terms.
- j) If a student is enrolled prior to the 15th of the calendar month, full monthly fees will be charged. For enrolment between the 16th to the 31st of the month, fees will be reduced to 50% for that particular month.
- k) The holding deposit held will be refunded, provided a full term's notice (four months) has been given in writing prior to your child leaving the provision. (Please refer to section I below).
- l) A Withdrawal Notice must be given by email to info@intueducation.org within the first 7 calendar days of the beginning of the term, i.e. if parents wish to withdraw their child for the third term, then notice must be given within the first 7 calendar days of the beginning of the second term. (please see table - School Fees for Academic Year September to August above). If notice is handed in after the 7 calendar days, then this will not be classed as being received a term in advance and therefore a full term's fees will be payable.
- m) Notification to withdraw by telephone or any other means is **not valid** and we **only accept an email from the registered parent or guardian**.
- n) To avoid ambiguity, if a Withdrawal Notice is not received within the first 7 calendar days of the beginning of the third term for the provision, the student will be deemed to be continuing for the following academic year and the fees and notice clause (and all other terms and conditions) for the relevant Academic Year will apply.
- o) If a new student wishes to be withdrawn from the beginning of a term, their holding deposit will not be refunded and a full term's fees will be payable.

- p) If you decide to withdraw your child before the end of the year, you will be subject to a refund for the terms that have not commenced provided notice was given (see section I).
- q) If your child is expelled from the provision, there will be no refund for the remainder of that term including the holding deposit. However, a refund for any terms that have not commenced will be refunded. (please see behaviour policy for steps that lead to expulsion.)
- r) Fees will not be refunded or waived for absence through sickness, holidays or any other criteria.
- s) The provision is entitled to change the days of study between Monday to Thursday.
- t) If need be, subjects may be taught on alternative days for secondary students.
- u) Fees are subject to change; in such circumstances parents/guardians will be informed in advance.
- v) If we have miscalculated the number of days in a term by any chance, then we would either reimburse or request further payment.
- w) A student whose fees have not been paid in full or in accordance with an agreed fee payment plan before the start of term may at any time be excluded from attending until full payment is made. Parents are liable to pay all costs, fees, disbursements and charges including legal fees and costs reasonably incurred by IntuEducation in the recovery of any unpaid fees regardless of the value of the claim.
- x) **EXAM FEES** - As we are a home school provision, all students sitting their accredited exams will be required to sit them at a recognised exam centre selected by the parent/guardian. There are exam centres all over the world. IntuEducation can assist you in finding a local centre convenient to you. Once you have decided where you wish to sit your exams, it will be up to you to register with that exam centre and pay the fees directly to that centre. We are unable to provide fees for each centre as each centre sets its own pricing.

Terms and Conditions:

2. Termly Payment

- a) Three equal instalments due by the 1st of September, 1st of January and 1st of May.
- b) A parent/guardian can enrol their child throughout the year. If a child joins after September, they will be required to pay until and including July.
- c) If parents/guardians wish to enrol their child but there is no space, then they are placed on a waiting list.
- d) The cost of the text books will have to be paid in addition to the fees. You will purchase them from any source you wish and we will provide the ISBN number.
- e) The cost of exercise books, exam booklets or any trips will have to be paid by the parent/guardian.
- f) If parents/guardians wish to enrol their child, then they will have to complete the application form, pay a £100 nonrefundable enrolment fee and pay a refundable holding deposit of £216.
- g) An Advance refundable deposit of **£216** must be paid to confirm your child's place and before the child can start attending the provision. In the case of application withdrawal (by the parents/guardians), the Advance Deposit is refundable when a written cancellation is received within 7 calendar days from the date of the payment made by the applicant.
- h) If a parent/guardian is applying for their child prior to the start of the new academic year (example in April/May) then to secure your child's place, the £100 nonrefundable fee, the advanced holding deposit of £216 and the fee of September of £216 must be paid. The **total amount of £532** must be paid by the date stipulated in the email headed 'Admission Academic Year' – e.g. Admission 2023-2024'. The total amount of £532 is non refundable unless in the case of application withdrawal (by

the parents/guardians), the Advance Deposit and the fee of September is refundable when a written cancellation is received within 7 calendar days from the date of the payment made by the applicant.

- i) If a student is to enroll mid-term then the parent/guardian will pay for the remaining months in that term.
- j) If a student is enrolled prior to the 15th of the calendar month, full monthly fees will be charged. For enrolment between the 16th to the 31st of the month, fees will be reduced to 50% for that particular month.
- k) The holding deposit held will be refunded, provided a full term's notice (four months) has been given in writing prior to your child leaving the provision. (Please refer to section I below).
- l) A Withdrawal Notice must be given by email to info@intueducation.org within the first 7 calendar days of the beginning of the term, i.e. if parents wish to withdraw their child for the third term, then notice must be given within the first 7 calendar days of the beginning of the second term.(please see table - School Fees for Academic Year September to August above). If notice is handed in after the 7 calendar days, then this will not be classed as being received a term in advance and therefore a full term's fees will be payable.
- m) Notification to withdraw by telephone or any other means is **not valid** and we **only accept an email from the registered parent or guardian**.
- n) To avoid ambiguity, if a Withdrawal Notice is not received within the first 7 calendar days of the beginning of the third term for the provision, the student will be deemed to be continuing for the following academic year and the fees and notice clause (and all other terms and conditions) for the relevant Academic Year will apply.
- o) If a new student wishes to be withdrawn from the beginning of a term, their holding deposit will not be refunded and a full term's fees will be payable.
- p) If you decide to withdraw your child before the end of the year, you will be subject to a refund for the terms that have not commenced provided notice was given (see section I).
- q) If your child is expelled from the provision, there will be no refund for the remainder of that term including the holding deposit. (please see behaviour policy for steps that lead to expulsion.)
- r) Fees will not be refunded or waived for absence through sickness, holidays or any other criteria.
- s) The provision is entitled to change the days of study between Monday to Thursday.
- t) If need be, subjects may be taught on alternative days for secondary students.
- u) Fees are subject to change; in such circumstances parents/guardians will be informed in advance.
- v) If we have miscalculated the number of days in a term by any chance, then we would either reimburse or request further payment.
- w) A student whose fees have not been paid in full or in accordance with an agreed fee payment plan before the start of term may at any time be excluded from attending until full payment is made. Parents are liable to pay all costs, fees, disbursements and charges including legal fees and costs reasonably incurred by IntuEducation in the recovery of any unpaid fees regardless of the value of the claim.
- x) **EXAM FEES** - As we are a home school provision, all students sitting their accredited exams will be required to sit them at a recognised exam centre selected by the parent/guardian. There are exam centres all over the world. IntuEducation can assist you in finding a local centre convenient to you. Once you have decided where you wish to sit your exams, it will be up to you to register with that exam centre and pay the fees directly to that centre. We are unable to provide fees for each centre as each centre sets its own pricing.

Terms and Conditions:

3. Monthly Payment

- a) Ten equal instalments by standing order due by the 1st of September and the last payment on the 1st of June.
- b) A parent/guardian can enrol their child throughout the year. If a child joins after September, they will be required to pay until and including July.
- c) If parents/guardians wish to enrol their child but there is no space, then they are placed on a waiting list.
- d) The cost of the text books will have to be paid in addition to the fees. You will purchase them from any source you wish and we will provide the ISBN number.
- e) The cost of exercise books, exam booklets or any trips will have to be paid by the parent/guardian.
- f) If parents/guardians wish to enrol their child, then they will have to complete the application form, pay a £100 nonrefundable enrolment fee and pay a refundable holding deposit of £216.
- g) An Advance refundable deposit of **£216** must be paid to confirm your child's place and before the child can start attending the provision. In the case of application withdrawal (by the parents/guardians), the Advance Deposit is refundable when a written cancellation is received within 7 calendar days from the date of the payment made by the applicant.
- h) If a parent/guardian is applying for their child prior to the start of the new academic year (example in April/May) then to secure your child's place, the £100 nonrefundable fee, the advanced holding deposit of £216 and the fee of September of £216 must be paid. The **total amount of £532** must be paid by the date stipulated in the email headed 'Admission Academic Year' – e.g. Admission 2023-2024'. The total amount of £532 is non refundable unless in the case of application withdrawal (by the parents/guardians), the Advance Deposit and the fee of September is refundable when a written cancellation is received within 7 calendar days from the date of the payment made by the applicant.
- i) If a student is to enroll mid-term then the parent/guardian will pay for the month they have enrolled.
- j) If a student is enrolled prior to the 15th of the calendar month, full monthly fees will be charged. For enrolment between the 16th to the 31st of the month, fees will be reduced to 50% for that particular month.
- k) The holding deposit held will be refunded, provided a full term's notice (four months) has been given in writing prior to your child leaving the provision. (Please refer to section I below).
- l) A Withdrawal Notice must be given by email to info@intueducation.org within the first 7 calendar days of the beginning of the term, i.e. if parents wish to withdraw their child for the third term, then notice must be given within the first 7 calendar days of the beginning of the second term.(please see table - School Fees for Academic Year September to August above). If notice is handed in after the 7 calendar days, then this will not be classed as being received a term in advance and therefore a full term's fees will be payable.
- m) Notification to withdraw by telephone or any other means is **not valid** and we **only accept an email from the registered parent or guardian**.
- n) To avoid ambiguity, if a Withdrawal Notice is not received within the first 7 calendar days of the beginning of the third term for the provision, the student will be deemed to be continuing for the following academic year and the fees and notice clause (and all other terms and conditions) for the relevant Academic Year will apply.
- o) If a new student wishes to be withdrawn from the beginning of a term, their holding deposit will not be refunded and a full term's fees will be payable.

- p) If you decide to withdraw your child before the end of the year, you will be subject to a refund for the terms that have not commenced provided notice was given (see section I).
- q) If your child is expelled from the provision, there will be no refund for the remainder of that month including the holding deposit and remaining fees for that term will be due (please see behaviour policy for steps that lead to expulsion.)
- r) Fees will not be refunded or waived for absence through sickness, holidays or any other criteria.
- s) The provision is entitled to change the days of study between Monday to Thursday.
- t) If need be, subjects may be taught on alternative days for secondary students.
- u) Fees are subject to change; in such circumstances parents/guardians will be informed in advance.
- v) If we have miscalculated the number of days in a term by any chance, then we would either reimburse or request further payment.
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Covid-19 – Terms and conditions:

In the event that we incur another lockdown, we will place your child(ren) online providing the same service. If the pandemic continues, parents/guardians are more than welcome to stay online and pay the according fees. However, if they wish to withdraw their child then the notice of withdrawal must be given according to the terms and conditions mentioned above. If the lockdown comes to an end, then we will return to the campus.

Payment

There are 3 options available to parents/guardians:

- Annual payment of £2,160
- Termly payment of £720 per term (Term 1 , Term 2 and Term 3)
- Monthly Payment of £216 (10 monthly payments if child starts in September)

INTUEDUCATION'S preferred payment methods are listed below:

<p>By BACS/CHAPS</p> <p>Please ensure that you reference the payment with HP, child's name and the initial of their surname so we can match it with the application form.</p> <p>Example: HP Maryam.A</p> <p>Payments should be made to:</p> <table border="1" data-bbox="113 577 740 795"><tr><td>Bank:</td><td>Tide</td></tr><tr><td>Account:</td><td>INTUEDUCATION Limited</td></tr><tr><td>Sort Code:</td><td>04-06-05</td></tr><tr><td>Account Number:</td><td>20144453</td></tr></table>	Bank:	Tide	Account:	INTUEDUCATION Limited	Sort Code:	04-06-05	Account Number:	20144453	<p>By Cash</p> <p>If you wish to pay by cash, place the money into a sealed envelope marked with your child(ren's) name. Then provide the envelope to the management of INTUEDUCATION.</p>
Bank:	Tide								
Account:	INTUEDUCATION Limited								
Sort Code:	04-06-05								
Account Number:	20144453								