



KILGRASTON SCHOOL

JUNIOR YEARS · SENIOR · SIXTH FORM

FEES PAYMENT TERMS School Year 2021/22

Each term's fees are charged separately.

Our standard terms are that the fees payable in respect of each term fall due for payment by you on the first day of that term. Each term's fees will be included in an invoice sent to you (or such other person(s) as the School may have agreed separately shall pay the fees). This invoice will also include the extras pertaining to the preceding term where such charges are applicable.

It is feasible that the School may confirm another arrangement satisfactory to the School. The potential fee payment arrangements include:

- Instalment scheme (see below)
- Termly in full (on the first day of that term)

Instalment Scheme

The School may agree that the fees that will fall due in relation to any term can be paid in instalments. If we agree to do this, then the School and those responsible for paying those fees will agree separately in writing to the anticipated schedule of instalments by which the deferred amount of each term's invoice is to be paid. The agreed amount for each term will need to be paid by bank transfer in not more than four (4) instalments as follows:

TERM	BY END OF MONTH	AMOUNT PAYABLE
Autumn	July	25% of the term's School fees
	August	25% of the term's School fees plus the extras from the preceding term
	September	25% of the term's School fees
	October	25% of the term's School fees
Spring	November	25% of the term's School fees
	December	25% of the term's School fees plus the extras from the preceding term
	January	25% of the term's School fees
	February	25% of the term's School fees
Summer	March	25% of the term's School fees
	April	25% of the term's School fees plus the extras from the preceding term
	May	25% of the term's School fees
	June	25% of the term's School fees



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The School will issue a separate invoice and schedule of instalments relating to the fees due in respect of each term, which will be evidence of the separate agreement for the payment of that term's fees. There will be no administration or interest charges applied under this arrangement unless for late payment or default as detailed below.

If you wish to discuss any of these payment options further please contact the Head of Finance, Mrs Moira Mackie on 01738 815505 or by email mmackie@kilgraston.com before the end July 2021.

The School shall be entitled, but not obliged, to charge interest on any overdue amounts from the date due up to the date of actual payment, at the rate of two per cent (2%) per annum above the base rate of the Bank of Scotland plc at the date of such default, calculated on a daily basis.

Please also note, we may not allow your child to attend the School if you do not pay on time or as agreed.

Pupil Withdrawal

In the event that a parent wishes to withdraw a pupil from Kilgraston a full term's written notice is required to be given to the Headmistress. In the event that provisional notice is given this is only valid for the term in which it is given. In the event that a full term's notice of withdrawal is not received a full term's fees in lieu of notice will be due and payable at the rate that would have applied had the pupil attended school.