



## Cayman Prep & High School School Fees: Terms & Conditions

**Tuition Fee Structure – Academic Year 2018-19** *(Please note these fees are included as a guide and are subject to change for academic year 2019-20)*

1.

		Annual	Termly (3 payments)	Monthly (10 payments)
<b>Primary School</b>	<b>KG - Y6</b>	\$10,045	\$3,555	\$1,095
<b>High School</b>	<b>Y7 - Y9</b>	\$10,905	\$3,865	\$1,195
<b>High School</b>	<b>Y10 - Y11</b>	\$11,550	\$4,090	\$1,265
<b>Sixth Form</b>	<b>Y12 - Y13</b>	\$12,750	\$4,510	\$1,395

2. In addition to the above tuition fees, the following charges will be applied to your first invoice; ***(Please note these are included as a guide and are subject to change for academic year 2019-20)***

<b>Snack Fee</b>	<b>KG – Y2</b>	\$180 per annum
<b>Resources Fee</b>	<b>KG – Y6</b>	\$150 per annum
<b>PTA Levy</b>	<b>KG – Y13</b>	\$75 per annum
<b>Consumables *</b>	<b>Yr. 7 – Yr. 13</b>	\$25 to \$50 per annum per subject

\*Supplies used in the subjects of art, science and IT.

Students in Year 7 to 13 are required to purchase their own text and exercise books (currently supplied via the school) and these are not included in the tuition fees. Other incidental charges will be applied as necessary including, but not limited to, external examination fees, after school care.

### 3. Place Deposit

- (a) For students entering Kindergarten to Year 11 a non-refundable deposit of \$600 is required to reserve a place prior to the start of the school year. This deposit is offset against fees on the first fee invoice.
- (b) In the event that a place is not taken up the place deposit amount is forfeited.

### 4. Payment of Tuition Fees

- (a) School fees may be paid annually, termly or in ten monthly payments, August to May. Parents/guardians may choose the payment option that best suits their circumstances.
- (b) Invoices for tuition fees paid annually are due and payable one full week before the first day of the academic year.
- (c) Invoices for tuition fees paid termly are due and payable one week before the start of each term.
- (d) Invoices for tuition fees paid monthly are due on or before 26<sup>th</sup> of each month, August to May.
- (e) The chosen payment method may not be changed any at time throughout the academic year without prior agreement with the Business Manager's office.

- (f) In the event that the Business Manager's office agrees to a requested change in payment method during the academic year the change will be subject to additional administrative charges.
- (g) For Sixth Form students who have been granted a scholarship from the Cayman Islands Government the balance of the tuition fees must be paid in full on or before the first day of the academic year or, by prior arrangement with the Business Manager's office, in five equal payments September to January.
- (h) Tuition fees and incidental fees are subject to change on an annual basis. Changes to fee schedules are notified to all parents, in writing, by the end of the second term.

## **5. Payment of Other Fees & Charges**

- (a) Invoices for all other charges including but not limited to *after school care* and *external examinations*, are due and payable on receipt.
- (b) Letters will be sent out to parent/guardians indicating the total cost of any *school trips* and a schedule of required payments will be provided. Reservations for school trips will not be accepted for a student if that student has any outstanding tuition fees or other charges.

## **6. Outstanding Fees**

- (a) It is the parent/guardian's responsibility to ensure fees are paid on time.
- (b) Failure to pay fees by the due date may result in the school having to exclude the student from classes.
- (c) Reports, transcripts, examination results and other references will be withheld pending payment of any or all outstanding fees.
- (d) Students who have outstanding school fees at the end of an academic year may not be admitted to the following school year.
- (e) If any payment is returned by the bank a fee of \$40 will be charged.
- (f) Should parents/guardians encounter any difficulty in meeting payment dates they are encouraged to meet with the Business Manager and, in exceptional circumstances, a special payment arrangement may be made.
- (g) In the event that a parent/guardian fails to meet the payment deadlines agreed in any special arrangement, the entire outstanding amount becomes due and payable immediately.

## **7. Notice of Withdrawal**

- (a) If a parent/guardian wishes to withdraw a child from school a full term's notice must be received in writing. If such notice is not received a full term's fee is due and payable immediately in lieu of notice.
- (b) A Student Withdrawal Form must be completed and submitted as confirmation of withdrawal.

## **8. Discounts and Financial Assistance**

- (a) 10% discount is given on tuition fees for third and subsequent children of the same family attending Cayman Prep & High School at the same time.
- (b) Financial assistance in the form of a bursary may be offered to parents/guardians by the Board of Governors.
- (c) Any student who has completed one full year of school may apply and each application will be duly considered. All applications will be treated in complete confidence. For details contact the Business Manager's office.



### Cayman Prep and High School School Fees: Terms & Conditions

Having read through the attached document, parents must sign this page indicating their agreement to these terms and conditions clauses 1 to 7. This signed page must then be returned to The Business Manager's Office.

Name of student(s): \_\_\_\_\_

Person responsible for payment of fees:		
Email:	PO Box:	Postal Code:
Home Phone:	Work Phone:	Cell Phone:

Person responsible for payment of fees:		
Email:	PO Box:	Postal Code:
Home Phone:	Work Phone:	Cell Phone:

The parent/guardian to be contacted first in the event of a query is: \_\_\_\_\_

Please indicate below how you wish to pay fees for the 2019-20 academic year;

- Annually** - *full annual fees must be paid one week prior to the start of the academic year.*
  
- Termly** (3 payments) – *full term's fees must be paid one week before the start of each term.*
  
- Monthly** (10 payments) - *payments must be made on or before the 26<sup>th</sup> of every month, August to May.*

_____	_____	_____
Signature	Name	Date

_____	_____	_____
Signature	Name	Date