



2023-24 Place Confirmation: Terms & Conditions

Tuition Fee Structure – Academic Year 2023-24

		Annual	Termly (3 payments)	Monthly (10 payments)
Primary School	Yr 1 - Y6	\$12,795	\$4,530	\$1,390
High School	Y7 - Y9	\$13,880	\$4,925	\$1,525
High School	Y10 - Y11	\$14,700	\$5,180	\$1,605

1. In addition to the above tuition fees, the following charges will be applied to your first invoice;

Resources Fee	KG – Y6	\$150 per annum
PTA Levy	KG – Y13	\$75 per annum
Consumables *	Yr. 7 – Yr. 13	\$25 to \$50 per annum per subject
Examination Fee	Yr 10 – Yr 13	\$70 to \$100 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.

2. Place Deposit

- For students entering Kindergarten to Year 11 in 2023/24, a non-refundable place deposit of \$600.00 is required to hold your child's place prior to the start of the school year. This deposit is offset against fees on the first fee invoice.
- In the event that a place is not taken up the place deposit amount is forfeited.

3. Payment of Tuition Fees

- School fees may be paid in one annual payment, in 3 termly payments or in ten monthly payments.
- Invoices for tuition fees paid annually are due and **payable in full on or before 23rd August, 2023**. If payment in full is not received on this date, fees will automatically transfer to termly billing.
- Invoices for tuition fees paid per term and are due and **payable 23rd August, 2023, 27th December 2023 and 1st April 2024**. If payment in full is not received on these dates, fees will automatically transfer to monthly billing.

Established in 1949

Primary School Phone: (+1-345) 949-5932

High School Phone (+1-345) 949-9115

Owned and operated by the United Church in Jamaica and the Cayman Islands

Website: www.cayprep.edu.ky

PO Box 10013 Grand Cayman KY1-1001 Cayman Islands



- (d) Invoices for tuition fees paid monthly are due and payable in full on or before **26th of each month**, August to May.
- (e) The chosen payment method may not be changed 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) 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.

4. 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.

5. 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.



6. 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.

7. 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) 10% discount is given to children of Church members in good standing. A letter from the Church confirming the good standing of the member must be provided each year and should be provided at the time of Place Confirmation.
- (c) Financial assistance in the form of a bursary may be offered to parents/guardians by the Board of Governors. Any student who has completed one full year of school may apply and each application will be duly considered. Financial assistance is considered on an annual basis so applications must be submitted each year for ongoing financial assistance. All applications will be treated in complete confidence. For details contact the Business Manager by email on businessmanager@cayprep.edu.ky