



INTUEDUCATION

Home School Fee Policy

Approved by:

The Directors'

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	£2,376 per year	£2,376 per year	£2,376 per year	£2,376 per year
Termly: 3 equal Payments Term 1 – 1 st September Term 2 – 1 st January Term 3 – 1 st May	£792 per term	£792 per term	£792 per term	£792 per term
Monthly: 11 x Payments (calculated from September to July)	£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 four months notice 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 any month except August, i.e. if parents wish to withdraw their child, then notice must be given within the first 7 calendar days of the beginning of any month except August. If notice is handed in after the 7 calendar days, then this will not be classed as being received and notice will have to be given the following month. Please note that if notice is given in January, then fees are still applicable for January, February, March & April. However, the holding deposit will pay for the month of April fees so the only payment due will be for January, February and March.
- 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 May 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.
If a Withdrawal notice is given after May, so example in June, then the fees will be payable for the four months which will include June, July, September and October. (August is not included).

- o) If a new student wishes to be withdrawn from the beginning of the year, their holding deposit will not be refunded and four months 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 remaining months after the four month period provided notice was given (see section I).
- q) If your child is expelled from the provision, then this will act as a notification of withdrawal and if it is within the first 7 days then the four months notice will be immediately effective. If the child was expelled after the first 7 days then the notice of withdrawal will be effective from the following month. Fees will be payable for the four months as mentioned in section I. However, a refund for any months after 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.
- y) **Exam Entries** – If we establish a relationship with a local school for students to sit their exams, then we may enter you for all the subjects and more subjects if you study with us on a full time basis from September or January. If a student is only studying one subject after the 1st of January then we can only enter them for that one specific subject.
IntuEducation and the local school will not take any responsibility or liability for any errors when making the exam entry.

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 four months notice 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 any month except August, i.e. if parents wish to withdraw their child, then notice must be given within the first 7 calendar days of the beginning of any month except August. If notice is handed in after the 7 calendar days, then this will not be classed as being received and notice will have to be given the following month. Please note that if notice is given in January, then fees are still applicable for January, February, March & April. However, the holding deposit will pay for the month of April fees so the only payment due will be for January, February and March.
- 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 May 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.
If a Withdrawal notice is given after May, so example in June, then the fees will be payable for the four months which will include June, July, September and October. (August is not included).

- o) If a new student wishes to be withdrawn from the beginning of the year, their holding deposit will not be refunded and four months 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 holding deposit so long as notice was given (see section I).
- q) If your child is expelled from the provision, then this will act as a notification of withdrawal and if it is within the first 7 days then the four months notice will be immediately effective. If the child was expelled after the first 7 days then the notice of withdrawal will be effective from the following month. Fees will be payable for the four months as mentioned in section I. (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.
- y) **Exam Entries** – If we establish a relationship with a local school for students to sit their exams, then we may enter you for all the subjects and more subjects if you study with us on a full time basis from September or January. If a student is only studying one subject after the 1st of January then we can only enter them for that one specific subject.
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Terms and Conditions:

3. Monthly Payment

- a) Eleven equal instalments by standing order or direct debit due by the 1st of September and the last payment on the 1st of July.
- 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 four months notice 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 any month except August, i.e. if parents wish to withdraw their child, then notice must be given within the first 7 calendar days of the beginning of any month except August. If notice is handed in after the 7 calendar days, then this will not be classed as being received and notice will have to be given the following month. Please note that if notice is given in January, then fees are still applicable for January, February, March & April. However, the holding deposit will pay for the month of April fees so the only payment due will be for January, February and March.
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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 £2,376
- Termly payment of £792 per term (Term 1, Term 2 and Term 3)
- Monthly Payment of £216 (11 monthly payments if child starts in September)

INTUEDUCATION'S preferred payment methods are listed below:

By Standing Order 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. Example: HP Maryam.A Payments should be made to: <table><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	Direct Debit If IntuEducation are processing payments via direct debit, then all parents/guardians may be asked to switch from standing order to direct debit.
Bank:	Tide								
Account:	INTUEDUCATION Limited								
Sort Code:	04-06-05								
Account Number:	20144453								

Cash payments are not accepted.