



Terms & Conditions

In accepting the place I/We agree to abide by the following conditions:

1. I/We accept the Schools Code of Behaviour entitled “Living and Working in the School Community” and all associated school policies, including the Anti Bullying policy.
2. In line with the code of behavior I/We understand that the Principal, on behalf of the school, may require the child to return home if, in his opinion, he considers this to be necessary and I/We acknowledge that I/We shall not be entitled to any rebate of fees or charges. I/We also agree to remove the student from School at any time if so requested by the Principal.
3. I/We confirm the school may make all necessary arrangements for the student to receive medical attention as and when it deems necessary. I/We authorize the school to bill any and all medical charges to my/our account and accept that all charges are payable within 30 days of the statement being issued by the school. I/We understand that it is the student’s responsibility to ensure that any medical card, or the European Health Insurance Card for overseas students, is presented at any doctor or hospital visits. If a student neglects to present the relevant card and the school is subsequently billed for the appointment, I/We accept that this charge will then be passed to me/us to be paid in full. If a student, without the knowledge of the school staff, makes a medical appointment of any kind which is later billed to the school, I/We accept that all charges will be billed to my/our account and are payable within 30 days of the statement being issued by the school.
4. I/We confirm that all information submitted is accurate. In the case of accepting a place in years other than first year, we will supply the two most recent school reports and a letter fully disclosing the reasons for the proposed change of school. Permission to contact the applicant’s school has been granted. I/We understand transfer will not be granted where the Principal adjudicates that, due to the transfer, other students within the school may be placed at risk.
5. I/We hereby assign to Newtown School the rights to use photographic images and video of the student referred to above, in printed literature and on electronic media (eg. it’s website) promoting the school and its activities. It is understood that the images will be archived for future use and historical reference.
6. Fees & Charges:

As part of the free scheme, Newtown School does not charge fees for standard tuition from 08:45 to 16:05

 - a) Parents are requested to buy such uniforms, books, stationery, materials etc. as are required for these classes.
 - b) There may be additional charges for materials in certain practical subjects where there may be extra materials provided by the school. Where the charges for practical subjects are not paid, the student will not be permitted to avail of any materials provided by the school and must bring their own materials to class.
 - c) The activities and services made available to Boarding students are also available to Day students as an additional option, such as extra-curricular activities and evening study. Where charges for after school activities and study are not paid, the student will not be permitted to participate. If an account is in arrears, a payment plan must be agreed with the school and adhered to or the student will not be permitted to participate in after school activities or study. Participation in after school activities and study is at the school’s discretion. Fees will not be refunded if a student decides to withdraw, after the activity has commenced. **The school reserves the right to amend the activities and charges with adequate notice.**
 - d) All students are required to have a swipe card. The first replacement card will cost €10 and any subsequent card will cost €20.
 - e) Day students may purchase meals in school with their school swipe card. If a day student does not have a swipe card or has insufficient funds on their card, they will not be permitted to eat a meal in the school unless this is paid for by another student at the time.
 - f) Any student who wishes to avail of private music tuition must pay the agreed sum in 2 parts in advance. Any student who has not paid for their music classes in full will not be permitted to attend classes unless a payment plan has been agreed in advance. Charges will be issued each July for the year ahead.
 - g) For those accounts who have opted to pay fees by the use of the direct debit scheme, charges of up to €5 may be applied in the event of returned unpaid direct debits. See the direct debit application form for further terms and conditions of use.
 - h) Credit cards are an accepted form of payment. However, Newtown School may incur extra charges on credit cards from outside the EEA (European Economic Area). These excess charge may be billed to your account.
 - i) Administration Charge: Before the start of each year, all students attending the school are required to pay an Administration Charge of €200. This charge covers such items as photocopying, postage, personal accident insurance, locker provision and class diary. There are no available discounts on the Administration Charge.



- j) **School Trips:**
There are various school trips organised by the school. All trips must be paid for in advance and any deposits are non-refundable. Where a charge for a trip is not paid by the due date, the student will not be permitted to go on the trip. Where an account is in arrears, it is not sufficient to just make a payment for a school trip, an agreement must be in place to address the arrears otherwise the student will not be permitted to go on the trip. Participation in trips is at the school's discretion. If a payment for a trip is received and the account is in arrears, the payment will be allocated to the arrears and the trip will remain unpaid.
- 7. **Boarding Fees:**
Boarding fees are payable in 2 moieties, the first to be paid in August prior to the term commencement and the second to be paid the following January. Should payments not be made in advance, a student will not be permitted to board at the school. Any account in arrears must be on a payment plan agreed in advance by the school or the student will not be permitted to board at the school. If an account falls into arrears during the year and the agreed payment plan is not adhered to, the student will not be permitted to continue to board at the school.
- 8. Please note that payments are expected on the due dates. If this does not happen, then that account will be deemed "Overdue" and may be liable to penalty charges. Statements of account will issue on a regular basis by email and follow up contact may be phone. Unless the school is otherwise advised in writing, notifications issued to the contact details held by the school will be considered to be sufficient notification to the parents. Where deemed necessary, legal proceedings may be used to recover outstanding debt. Charges not disputed with 14 days will be deemed to be accepted. Payments received will be allocated against the oldest outstanding item on the account.
- 9. Each parent is jointly and severally liable for all fees.
- 10. **Accepting an Offer:** Having received an offer of a place, a completed Acceptance Form must be returned within fourteen days. At this point the School will be free to offer that place to another prospective student.
 - a. To accept a Boarder place a completed Acceptance Form, signed Terms and Conditions and a non-refundable booking deposit of €1,000 is required for ALL students, plus the Overseas Students Administration fee of €1,000 for International students. The deposit is offset against the first instalment of the school fees for the coming school year¹. This deposit is non-refundable should the student not attend. A further deposit of €500 is required once the place is accepted. This is held until the student's final term in school and, provided all fees and charges have been paid in full, it will then be refunded.
 - b. To accept a Day place, a completed signed Acceptance form and signed Terms and Conditions will secure the place. Until the school has received both of these, the place will not be deemed accepted. The Administration charge should also be paid at this point.

Newtown School reserves the right to amend and update these terms and conditions

¹ A student who successfully applies for and who was awarded a place as a boarder in the School will not receive any priority if at any time s/he subsequently applies to instead be enrolled as a day student. In such cases, such a student will be deemed to be making a new application and the application will be determined in accordance with this admissions policy and will be afforded the priority that applies to an applicant making an application for a day place. No account shall be taken of the fact that the applicant had been a boarder in the school. For the avoidance of all doubt, this means that an applicant who had been enrolled as a boarder in the school, who subsequently applies to be admitted as a day student, may not be successful in applying to be enrolled in the School as a day student. The boarding space held by the applicant shall not be deemed to be a day space for the purposes of his/her application.

	Print Name	Signature	Date
Parent/Guardian 1	_____	_____	_____
Parent/Guardian 2	_____	_____	_____

A place will only be deemed accepted on receipt of signed terms and conditions.