



# School Fee Policy

## Introduction

Loreto College Foxrock is a not-for-profit fee-charging school and school fees are the primary source of income for the school.

This policy supersedes any previous policy or arrangement for payment of school fees. This policy must be read in conjunction with the current Admissions Policy for the school.

## Acceptance of Terms and Conditions

In sending their children to the school, parents/guardians accept the obligation to pay the fees in accordance with the terms set out below. Acceptance of an offer of a place in the school implies acceptance of these fee terms and conditions. The timely payment of school fees, when due, as per the terms and conditions, is crucial to controlling the finances and planning for the future needs of the school. No student shall have the right to remain a student where fees remain unpaid.

## Deposit

A non-refundable deposit of €1,500 is due on acceptance of a place by the date indicated in the offer letter. The full deposit will be deducted from the first year's fee. Payment of the full deposit confirms acceptance of the School Fee Policy.

## Absence from School

Notification of any students not returning to complete their education at Loreto College Foxrock must be notified in writing before the 1st of August ahead of the next academic year commencing or else liability for a full year's fee will fall due. No reduction in fees can be made if a student leaves the school during the academic year. If a student leaves the school for a temporary absence during an academic year, fees for the full year are payable in order to retain one's place in the next academic year. Should a new student be admitted to the School after the commencement of the school term, pro-rated fees are due on offer of a place.

## Non-Payment of School Fees

In the event of non-payment of school fees this will be followed up within the school year, up to and including legal proceedings – full costs of which shall be covered by the debtor.

Unless otherwise advised in writing, notification issued to the student's last known home address/emails on our records shall be considered sufficient notice to both parents/guardians. Furthermore unless otherwise advised in writing, and supported with appropriate evidence, both parents/guardians will be considered jointly liable for all fees.

It is expected that any student who wishes to sign up or attend any extracurricular school trips be in compliance with the fee payment plan as outlined in this policy document.

No student will be permitted to progress to the next academic year without all outstanding amounts having been cleared before the end of each academic year.



## Family Discounts

Families with two students at the school will receive a 5% discount on the younger student. Families with twins or three or more students at the school will receive a 10% discount on the second student, and each student thereafter.

## Payments

There are two methods of payment available as follows:

- Electronic funds transfer (EFT) in full by the 19<sup>th</sup> of July;
- or
- Direct debit with GoCardless via eight monthly instalments commencing 1<sup>st</sup> of August.

The school has a direct debit system for those families who wish to pay by eight monthly instalments. Once the Direct Debit mandate has been completed it will carry forward from year to year while the family still has students attending the school. Notice can be provided to the Finance Department via [nmaher@loretodoxrock.ie](mailto:nmaher@loretodoxrock.ie) to cancel the direct debit mandate if required.

If the fees have been paid in full before the **19<sup>th</sup> of July** a direct debit mandate is not required.

All EFT payments can be made directly to our bank account as follows:

**Loreto College Foxrock – IBAN IE54 AIBK 9320 8623 3400 87**

If you choose to pay the fees in full by the 19<sup>th</sup> of July, a €100 discount per student will be applied.

Unfortunately, we cannot accept cash / cheque / credit cards as a method of payment.

## Additional Charges

Our fees cover most costs, but additional items such as a digital device, schoolbooks, uniform, sports equipment and art supplies are purchased by the parents/guardians. Extracurricular activities will be charged via the school app to the parent's/guardian's account.

Any queries on the school fees should be addressed to our Head of Finance, Naoisha Maher, at [nmaher@loretodoxrock.ie](mailto:nmaher@loretodoxrock.ie) or on 2895637.

Approved by the Board of Management at its meeting on 7th April 2025.