



Russian School MK Fee Policy

Our academic year 2017/2018 is split in to 6 terms, beginning from the 9th September 2017 and runs for 39 weeks, every Saturday, not including half term dates which are on the 28/10, 23/12, 30/12, 17/02, 31/03, 07/04, 02/06. The last day of studies will be the 21st of July 2018.

	2017				2018							
Saturday	Sept 9 16 23 30	Oct 7 14 21 28	Nov 4 11 18 25	Dec 2 9 16 23 30	Jan 6 13 20 27	Feb 3 10 17 24	Mar 3 10 17 24 31	Apr 7 14 21 28	May 5 12 19 26	June 2 9 16 23 30	July 7 14 21	
Term No	TERM 1		TERM 2		TERM 3		TERM 4		TERM 5		TERM 6	
Days in term	7		7		6		5		7		7	

Every student has a minimum enrolment commitment of one academic year which consists of 39 weeks

Our school fees are £20 per study day, which includes 3 academic hours from 10:00 to 12:45, with 2 short breaks, and can be paid in one of the following 3 options, which must cover the full academic year:

1. Full year fee: £780
2. Standing Order: £70.91 on the 1st day of each month, for 11 months. Please let us know if you wish to pay by Standing Order.
*Note: First installement no later than 9th September, 2nd installemnt on the 1st October, followed by the 1st day of each month. Only applies to students who started from the beginning of the acadamic year.
3. Cash or bank transfer per term: Depending on the number of weeks in the term, the fee per term will vary accordingly and must be paid on the 1st Saturday of each term in advance. Please refer to the table below.
*Note: There will be a £10 penalty for any late payments

Pay by term dates and fees

Term No	Pay day	Weeks in term	Fee
Term1	09 / 09 / 2017	7	£140
Term2	04 / 11 / 2017	7	£140
Term3	06 / 01 / 2018	6	£120
Term4	24 / 02 /2018	5	£100
Term5	14 / 04 / 2018	7	£140
Term6	09 / 06 / 2018	7	£140
	TOTAL	39 weeks	£780

For Bank wire transfer:

Bank name: Barclays
Account number: 53874117
Sort Code: 20-57-44

LATE PAYMENT FEES

If fee payment has not been received in full as per the dates in the table above, a penalty of GBP 10 per student will be added to total due fees for the term

DISCOUNTS

We do operate a siblings discount scheme for families with more than one child, where every additional child is entitled to 20% discount from the school fees.

FREEZE PERIOD

We offer a payment freeze for up to 2 weeks, one time per year only. Any student can apply to freeze their payments with a written notice of at least 2 weeks. The freeze period must be approved by the school administration.

PROPERTY

Every book provided by the school has to be returned in a reasonable condition by the end of the study programme or immediately in case of pupil's withdrawal from the school. A £20 charge will apply per book if it is lost or damaged.

STUDENT WITHDRAWAL

- One month's notice before the first day of each term is required to notify of a student withdrawal in order to arrange for a full fees refund. Failure to comply with this will result in a payment of a term's fees.
- Where a student withdrawal takes place after the term starts, no refund will be given.
- Verbal notification of withdrawal is not acceptable. Notification should be made in writing to the administration

LAST TERM

- Where no payment is made for the last term of the academic year (normally in June-July), or the student/parent has decided to miss the last term due to travel or other reason, the student/parent will still be liable for the payment if he/she comes back to the school in the new academic year (normally in September).

REFUNDS

No refunds will be given for any lessons missed due to non-attendance.
No pupil will be allowed entry to the school if fees are 3 weeks in arrears.
Pupils will be removed from the school register list until all outstanding fees have been paid.
No pupil will be permitted on the school waiting list until all outstanding fees have been paid.

DECLARATION

I/we have read and fully understood the School policies relating to the payment of fees and guidance on payment, all other due dates and required notice of leaving and hereby confirm that we will abide by the above.

Mother/father/legal guardian:

Print Name:.....

Signature:.....

Date:

Лучик - Russian School Milton Keynes
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