

## BRIGHTON COLLEGE FEES STRUCTURE 2008/09

The following fee structure will come into force from August 2008 and is applicable for the 2008/09 academic year. It provides details of all fees associated with educating your child at Brighton College, the discounts available and the various methods of payment. The following sections can be found in the next few pages:

<b>Section</b>	<b>Description</b>	<b>Page</b>
<i>A</i>	<i>Basic Fees</i>	
A (i)	Registration Fee	2
A (ii)	Entrance Fee	2
A (iii)	Confirmation and Extras Deposit	2
A (iv)	Tuition Fees	3
<i>B</i>	<i>Compulsory Extra Charges</i>	
B (i)	Independent Schools Careers Organisation	3
B (ii)	European Computer Driving Licence	3
<i>C</i>	<i>Optional Services</i>	
C (i)	Music Lessons	4
C (ii)	Other Boarding Charges	4
C (iii)	Bus Charges	4
C (iv)	Dyslexia Centre	4
C (v)	English as an Additional Language	4
C (vi)	Uniform and Stationery Shops	5
C (vii)	Insurance	5-6
C (viii)	Brighton College Family Society	6
C (ix)	Old Brightonians Association	6
<i>D</i>	<i>Other Payment Charges</i>	
D (i)	Payments not honoured	7
D (ii)	Credit/Debit Card Charges	7
D (iii)	Interest	7
<i>E</i>	<i>Extras and other charges</i>	
E (i)	Charges in advance	7
E (ii)	Charges in arrears	7
<i>F</i>	<i>Payment</i>	
F (i)	Payment in advance (Termly Payers)	8
F (ii)	Payment in advance (Annual Payers)	8
F (iii)	Direct Debits	8
G	Scholarships, Exhibitions and Bursaries	9
H	Family Allowances	9
I	Notice	9
J	Queries and contacting the College	10

## SECTION A - BASIC FEES

### i. **Registration Fee**

A child may be registered with Brighton College for the payment of £75. This is non-refundable in the event of the pupil not attending the College.

### ii. **Entrance Fee**

A non-refundable charge of £60 is made to cover the immediate administrative costs of entry into the College. This is added to the first term's bill.

### iii. **Confirmation and Extras Deposit**

#### *Pre-Prep and Prep*

Once offered, a place cannot be secured until we are in receipt of the Acceptance Form and deposit. The deposit amounts are as follows:

Pre-Prep School	£200	plus £100 on transfer to the Prep School
Prep School	£300	plus £300 on transfer to the Senior School

#### *Senior School*

For pupils entering the Senior School, a confirmation deposit is required by the beginning of the Summer Term in the calendar year preceding entry into the College. This confirms a pupil's place at the school subject to passing the entrance examinations. The deposit will only be refunded if a pupil does not pass the entrance examination. The deposit is:

Senior School	£750
---------------	------

Boarders will pay an additional deposit of £500.

Once accepted, deposits are retained to cover the cost of any extras that are typically charged in arrears. They are held over from term to term until the pupil leaves the school. Any balance due will be refunded as a credit (without interest) against the final payment of fees or other sums due to the College.

**Parents of overseas pupils are required to pay an additional deposit equal to a basic term's fees.**

**In addition, Non-EU Nationals are required to pay an administrative charge of 10% of the net fees for the first year. This is payable in three instalments collected via the termly bills.**

Deposits will not be refundable if a pupil fails to attend the College.

**iv. Tuition Fees (Per Term)**

SCHOOL	YEAR(S)	DAY FEES	BOARDERS' FEES	
			WEEKLY	FULL
Pre-Preparatory	Pre-Reception	From £1,423	-	-
	Reception	£2,002	-	-
	1	£2,315	-	-
	2	£2,402	-	-
	3	£3,010	-	-
Preparatory	4	£3,465	-	-
	5 to 6	£4,035	-	-
	7	£3,850	-	-
	8	£4,442	-	-
	College	9	£5,330	£7,502
	10 to 11	£5,458	£7,502	£8,540
	12 to 13	£5,510	£7,502	£8,540

**SECTION B - COMPULSORY EXTRA CHARGES**

Compulsory charges relate to the following:

**i. ISCO (Independent Schools Careers Organisation)**

This is applicable when the pupil joins the College and represents the cost of enrolment in this organisation. **The charge is £174.**

An information leaflet is provided for the benefit of parents of new pupils and copies are available to other parents on request. The services of ISCO are available throughout a pupil's career at Brighton College and until his or her 23rd birthday.

**ii. ECDL (European Computer Driving Licence)**

Brighton College is a registered ECDL test centre. All year 9 pupils will be charged £55 to follow the ECDL course. This covers the cost of pupil registration, five on-line tests and if successful, a certificate will be issued.

Any re-testing may be charged separately.

## SECTION C – OPTIONAL SERVICES

There are a number of services that a pupil may utilise during his or her time at Brighton College.

### i. Music Lessons

Charges for additional music lessons are billed in advance for each term. The following charges are for the cost for one instrument for one term.

Senior School:	£202
Prep & Pre-Prep:	£195
Second Instrument	£137
Pre-Prep Group Music lessons:	£80

### ii. Other Boarding Charges

a. Weekly boarders staying over the weekend	£70 (per weekend)
b. Occasional Boarding (dinner, bed & breakfast)	£48 (per night)

### iii. Bus Charges

The bus service which is subsidised by the College is available to all pupils aged from eight upwards. Charges as follows:

	Annual	Termly
5 Day Pass	£1,174	£413
3 Day Pass	£743	£281
2 Day Pass	£539	£190

Please contact Kim Malins on 01273-704262 for route information and any queries.

### iv. Dyslexia Centre

Pupils in Years 4-11 requiring support from the Dyslexia Centre will pay an additional charge of £853 per term. For pupils in Year's 4-11 not requiring full support of the Dyslexia Centre, ad-hoc sessions are available. The cost of a weekly one-to-one session is £313 per term or a shared weekly lesson costs £204 per term. Individual tuition is available for pupils in Years 12-13 at a cost of £375 per term for one one-to-one session per week. Pupils in the Pre-Prep are required to pay an additional charge of £245 or £490 per term depending on the number of sessions per week. All charges are payable in advance.

### v. EAL (English as an Additional Language)

Pupils requiring access to the EAL unit are required to pay a charge of £1,090 per term. This is charged in arrears.

## **vi. Uniform and Stationery Shops**

It is possible to buy uniform, basic stationery and personal items at the shops on campus. College pupils may purchase essential requirements on the understanding that parents will underwrite such charges and pay for them when they appear on the termly bills. If parents do not wish their child to be able to use this facility please inform us in writing.

Should a parent have any queries concerning Shop charges please ring Mr Brian Murphie (Uniforms) on 01273-704267 or Mrs Wendy Heal (Stationery) 01273-704324.

## **vii. Insurance**

The College strongly recommends that pupils are properly covered by insurances against various risks whilst at Brighton College. Some of these risks are highlighted below. We believe the insurances offer excellent value for money. Cancellation of insurances must be received in writing prior to the commencement of the term to which the premium applies. Cover cannot be applied retrospectively in the event of a claim.

### **a. Personal Accident (incorporating Dental cover)**

Parents should be aware that certain school activities might involve risk of accident or injury to pupils. The College is, of course, properly insured via its Public Liability Insurance. However, to ensure optimum cover for a pupil we recommend that parents take out Personal Accident Insurance. Under a policy made available by the College's insurance brokers, protection can be provided to cover accidents at school, in the home or wherever pupils travel throughout the year. The College believes that this represents good value for money. This policy also incorporates dental cover.

The premium for 2008/09 will be £5.95 per pupil per term. Full details of the premium and the cover provided are available from Mandy Smith on 01273-704356.

### **b. Personal Effects Insurance**

Pupils' personal belongings cannot be insured by the College against loss or damage. These items are often very valuable and it is advisable that parents take out insurance cover. This policy provides excellent cover for all normal personal belongings though parents should take out additional cover if high value items such as PCs or expensive musical instruments are to be brought into the College.

Parents are asked to ensure that their children's possessions are clearly marked and identifiable.

The premium for 2008/09 will be £10 per pupil per term. Full details of the premium and the cover provided are available from Mandy Smith on 01273-704356.

### **c. School Fees Protection**

This is a scheme which enables parents to recover the value of any school fees paid whilst a pupil is absent for medical reasons. Current premiums are 1.5% of fees.

**d. School Fees Trust Scheme**

This scheme is available to parents of pupils joining the College for the first time. The pupil must be between the ages of five and eighteen. In the event of the death of the insured parent a payment towards the cost of fees would be made in accordance with the table of benefits. Parents wishing to enrol in this scheme should contact the Bursar in writing.

Leaflets giving full details of these insurances are available from the accounts office on request. Experience shows that the majority of parents wish to participate. Therefore, pupils are automatically enrolled for items a. to c. above unless parents formally opt out in writing before the beginning of each term. Premiums are charged in advance on the termly bill.

In the event of a claim for any of the above insurances please contact Mandy Smith on 01273-704356 for a claim form.

**viii. Brighton College Family Society (BCFS)**

The BCFS is run by parents for parents. Many activities ranging from lectures to quiz nights to the Summer Ball are arranged for your enjoyment. A nominal charge of £9.00 *per family* will be added to the Michaelmas term bill to support these activities.

**ix. Old Brightonians Association (OBA)**

Senior school pupils are offered the chance to subscribe to life membership of the OBA. The fee is currently £360.

This entitles former pupils to receive a twice-yearly newsletter that provides regular news about the college and includes invitations to all functions, sporting and other events. It also provides a very popular vehicle for keeping them in contact with their school friends throughout their life.

For pupils entering the 4<sup>th</sup> Form, the fee is broken down into nine equal instalments of £40. This is charged in advance on termly bills. For 6<sup>th</sup> Form entrants the fee is broken down into six equal instalments of £60. The termly fee is adjusted pro-rata for any student joining in a different year or term.

These charges will appear automatically on termly bills unless parents specifically ask for their children not to be enrolled in the Old Brightonians Association. The fee is paid over by the College to the OBA.

## SECTION D - OTHER PAYMENT CHARGES

### i. **Payments not honoured**

Any cheque returned to the College unpaid or any Direct Debit payment not honoured will attract an automatic surcharge of £12. This will be added to the fee account.

### ii. **Credit/Debit card charges**

We accept most credit and debit cards including American Express, Visa, Mastercard, Maestro and Delta.

a. Debit cards – No charge

b. Credit cards	-	American Express	3.35%
	-	Mastercard	1.6%
	-	Visa	1.5%
	-	Commercial or company cards	2.0%

### iii. **Interest**

Overdue balances on fee accounts will be subject to interest charges. The current rate is 2.0% per month. This charge will be levied on any outstanding balance carried forward from the first day of the term for which the fees were due.

The Governors have stated that there shall be no exception to this condition. Interest will be added to fee accounts monthly in arrears.

## SECTION E - EXTRAS AND OTHER CHARGES

During the course of an academic year the pupil may incur extra charges. Depending upon the nature of these items they are either charged in advance or in arrears.

### i. **Charges in advance**

These include items such as additional music lessons, insurance premiums and bus charges. In addition, a deposit or advance contribution may be required when a pupil participates in field trips or sports events etc.

### ii. **Charges in arrears**

These include items such as text books, stationery, book room sundries, occasional boarding etc. It may also include any emergency expenditure on clothing or medical treatment that is deemed necessary. Emergency items can only be authorised by the Headmaster or Housemasters/Housemistresses.

## SECTION F – PAYMENT

Three forms of payment are offered:

**i. Payment in Advance (Termly Payers)**

Fees must be paid in full before the first day of the term for which they are due. Payment can be made in cash, by cheque or credit/debit cards directly with the Bursary or you can pay at your bank using the Bank Giro Credit slip at the bottom of your bill. Post dated cheques will not be accepted.

*It is now also possible to pay your fees via the internet. More information can be found at [www.brightoncollege.net](http://www.brightoncollege.net) via the appropriate link.*

**ii. Payment in Advance (Annual Payers)**

A discount is offered for payment in advance. If you wish to pay for one or more years in advance, we offer discounts of 1.5% for the first year and 4.5% for subsequent years. Discounts are applied on net fees only and do not apply to extras. For payment of fees in advance for more than one year, future fees are estimated for the purposes of the calculation and an adjustment is made for any variance. For further information please contact the Director of Finance, Mrs Anne Riley.

**iii. Direct Debits**

Payment by direct debit is made by 9 monthly instalments collected on the 15<sup>th</sup> day of each month or the next working day as follows:

<u>Michaelmas Term</u>	<u>Lent Term</u>	<u>Summer Term</u>
15 <sup>th</sup> September 08	15 <sup>th</sup> January 09	15 <sup>th</sup> April 09
15 <sup>th</sup> October 08	16 <sup>th</sup> February 09	15 <sup>th</sup> May 09
17 <sup>th</sup> November 08	16 <sup>th</sup> March 09	15 <sup>th</sup> June 09

The amount of the payment is based on the term's bill divided into three equal instalments.

Parents are urged by Governors to join the direct debit scheme as they believe that it is easier for parents and that it simplifies the administration of fee collection. To join the scheme simply complete and return the Direct Debit mandate to the College before the 15<sup>th</sup> of August 2008.

No other payment methods are acceptable unless written agreement has been reached with the Bursar.

## **SECTION G - SCHOLARSHIPS, EXHIBITIONS AND BURSARIES**

Parents are reminded that any offer of fee support from Brighton College is subject to all fees being paid on time and in full. Conditions stipulated in Section F must be met. For parents paying by direct debit, all accounts must be cleared by the 30<sup>th</sup> June.

Fee support can and will be withdrawn from pupils if fees are not paid on time or if other arrangements for payment have not been agreed with the Bursar in advance.

Bursaries may be available to pupils from low income families or to families suffering short term financial problems. Awards will only be offered after the satisfactory completion of a means-test and the production of all necessary documentation. Awards are made on a term-by-term basis and parents may be asked to reapply. Currently, bursaries are only available for pupils in the Senior School.

## **SECTION H - FAMILY ALLOWANCES**

Family allowances are applicable to all new and existing children and are as follows:

**Please note: The discount is awarded on the net fees i.e. fees less any Scholarships, Bursaries or any other awards.**

Two children: 10% discount will be awarded to the elder child

Three children: 15% discount will be awarded to the eldest child  
10% discount will be awarded to second eldest child

Four children: 15% discount will be awarded to the eldest and second eldest child  
10% discount will be awarded to the third eldest child

## **SECTION I - NOTICE**

### **i. Full Term's Notice**

Parents are reminded that a full term's notice is required for:

- a. Withdrawal from the College
- b. Change of day or boarding status
- c. Withdrawal from music and dance lessons

### **ii. Half a Term's Notice**

Parents are reminded that half a term's notice is required for:

- a. Withdrawal from the school bus service

If proper notice is not given the appropriate fee will be charged in lieu of that notice.

## **SECTION J – QUERIES AND CONTACTING THE COLLEGE**

The College appreciates that parents may occasionally have difficulty in meeting fee payments.

Failure to make payment without first contacting the Bursar causes enormous administrative effort and sometimes unnecessary distress. Parents will always get a sympathetic hearing and are encouraged to contact the Bursar, Mr Darren Davies, promptly if financial difficulties are foreseen.

If you wish to make contact with the Bursar please make an appointment through his secretary, **Joanne Moses on 01273-704260.**

Points of contact for specific enquires are:

### **Anne Riley**

Director of Finance (704252) - Financial advice and payment details

### **Carley Hawes**

Fees administrator (704255) – Fees and invoice queries

General queries regarding fees can also be emailed to [accounts@brightoncollege.net](mailto:accounts@brightoncollege.net)

### **Mandy Smith**

Insurance Administrator (704356) – Claims and general insurance queries

### **Kim Malins**

School Buses (704262) - Prices and general enquiries for school buses

### **Tony Tighe**

CCF (704225) - Combined Cadet Force

### **Brian Murphie**

College Uniform Shop (704267) - Shop charges

### **Wendy Heal**

College Bookshop (704324) - Shop charges

### **Karen Smith**

Music Department (704341) - Music charges