



## Deposit Policy

This policy is made available to all parents, prospective parents, staff and prospective employees of Hurlingham School on our website, and a hard copy can also be viewed at our School Office.

Before a child joins us we require the payment of both an acceptance fee and a deposit which combine to form a sum of money, held on account, equivalent to one term's fees at the time of offering.

For places offered in the Autumn term the year before a child is due to join us, we ask first for an acceptance fee to confirm acceptance of a place. At the beginning of the Spring term we then ask for a deposit and it is the payment of this that secures the place. **The acceptance fee is not refundable for any reason should the place not be taken up.**

For places offered in or after February of the year the child is due to join us we will require the combined acceptance fee and deposit to be paid in full.

If a parent wishes to withdraw their acceptance of a place after submitting the Acceptance Form and paying the acceptance fee and the subsequent deposit but before their child starts at the School they shall give written notice to that effect prior to the first day of the term immediately preceding the term in which their child was due to start. If such notice is received by the School by that time the acceptance fee will be forfeited in accordance with the school's Terms and Conditions but no further fees will be payable. If such notice is received on or after that date, a term's fees shall be charged at the rate applicable for the term your child was due to start and the School shall credit the acceptance fee and the deposit (without interest) to such payment of the term's fees (and you hereby acknowledge and agree that the School shall be entitled to retain the deposit on account of payment of the term's fees). Where applicable, such fees shall be reduced to take account of any scholarship or bursary awarded to that child.

From the first day of the term preceding the term your child is due to start, the acceptance fee and the deposit are combined to form the full deposit. This deposit will form part of the general funds of the School and we hold it until the end of the pupil's last term when, once all other commitments have been met, we refund it (without interest) by cheque or bank transfer if requested to do so. In the event that we do not receive one full term's notice of withdrawal (notice is to be given in writing to the Head on or before the first day of the term of the intended withdrawal of a pupil), the deposit will be offset against the fees owing for the following term. No exceptions can be made to this rule. It is likely that there will be a shortfall between the deposit and the amount owing for the following term if a child has attended school for more than one year. Parents are required to pay the difference by the first day of the following term.

### Sibling Deposits

In order to assist families with more than one child at Hurlingham, we offer a special sibling discount on both the acceptance fee and the deposit of 50% for all younger siblings. We must, however, always hold a full deposit for the eldest child attending School. When the eldest child leaves, therefore, before returning their deposit to you, we will first deduct the amount required (the additional 50%) to make the deposit which we hold for the second child into a full deposit. The balance from the eldest child's deposit will then be refunded to you.

In the event that the eldest sibling has left Hurlingham prior to a younger sibling joining us, sibling priority will normally be given during the admissions process although such priority will be secondary to that given to siblings of pupils currently in the school. In such circumstances we ask for a full deposit.

Date created: Autumn 2009

Date of last review: Autumn 2013

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