

# Dates and Fees

SEPTEMBER 2008 - JUNE 2009

## FEES PER TERM SEPTEMBER 2008 – JUNE 2009 (3 terms in an academic year)

Application Fee (non-refundable) for new students	250.00
School Development Fee (new students joining the School) Payable first term only	500.00
School Development Fee (existing students) payable termly	100.00
Nursery, Reception, Years 1, 2 & 3 (ages 3-7 years)	4080.00
Years 4-6 & Primary Foundation (ages 8 – 11 years)	4580.00
Years 7-9 & Secondary Foundation (ages 11-14 years)	5080.00*
Years 10-13 & Secondary Foundation (ages 14-17 years)	5580.00*
Years 12-13 'A' Level Programme (ages 16-19 years) per subject, per term	1520.00

\* This figure includes £200.00 contribution per term to Travel and Learn Curriculum

## TERM DATES 2008 – 2009

Autumn Term 02/09/08 – 19/12/08

Spring Term 05/01/09 – 03/04/09

Summer Term 20/04/09 – 25/06/09

Please see [www.ics.uk.net/calendar](http://www.ics.uk.net/calendar) for dates of Half Terms and other School Holidays and School Events.

Please note that the 250.00 **Application Fee** must accompany the **Admissions Form**.

Once a place is offered a non-refundable deposit of £1500.00 is required in order to retain the place. This £1500.00 is held by the School until a student leaves. It is returned provided adequate notice has been given.

## STUDENT SUPPORT SERVICES FEE STRUCTURE SEPTEMBER 2008 – 2009

SEN Support Stage A:	Additional Term Fees	£690.00
SEN Support Stage 1:	Additional Term Fees	£1850.00
SEN Support Stage 2:	Additional Term Fees	£3100.00
SEN Support Stage 3:	Additional Term Fees	£4350.00
SEN Support Stage 4:	Additional Term Fees	£5610.00
SEN Support Stage 5:	Additional Term Fees	£6860.00
SEN Support Stage 6:	Additional Term Fees	£8110.00

Life Skills Programme Termly Fees £14250.00 (more information available on request).

## LEARNING SUPPORT ASSISTANT FEE STRUCTURE SEPTEMBER 2008 -2009

25% Learning Support Assistant	Additional Term Fees	£2650.00
50% Learning Support Assistant	Additional Term Fees	£5300.00
75% Learning Support Assistant	Additional Term Fees	£7950.00
100% Learning Support Assistant	Additional Term Fees	£10600.00

## ICS MINIBUS SERVICE

Our transport service routes are based upon London postcodes. Our service will collect students from their addresses and drop them off at the end of the School days. All minibus bookings require notice of 5 working days and are subject to availability. For ICS transport zones, please consult the Website: [www.ics.uk.net/transport](http://www.ics.uk.net/transport) or contact the Admissions Office.

## ACADEMIC YEAR MINIBUS FEES

These fees are based on £75.00 per week in each term.

Autumn Term £1125.00

Spring Term £975.00

Summer Term £875.00

## ACCOMMODATION

Please contact the Admissions Office to discuss accommodation if this is needed.

# Conditions of Enrolment

(VERSION 8.2)

1. All School fees, including Application Fees, are payable in advance. All Application Fees and deposits are non-refundable. In exceptional circumstances at the discretion of the School, consideration may be given to a partial refund. The School reserves the right not to provide such services in the event that such fees have not been paid by the starting date. Payment of the Application fees does not guarantee a School placement. Existing students whose fees are not paid will be advised in writing of suspension from the School until the fees have received.
2. The School reserves the right to withhold acceptance of an Application at its discretion if such action is deemed to be in the best interests of the School or student.
3. VISA Passport applications are the responsibility of the student. Where visa applications are refused, School fees will be refunded upon presentation of supporting documentation from the Embassy in question. The School will retain the Application Fee in such cases.
4. Parents will be asked to withdraw a student in the event of serious misconduct and fees will not be refunded. The School will be the sole arbiter of what constitutes serious misconduct. The legal guardians of the student are liable to be charged with any damage caused by the student concerned whether or not the student is adjudged guilty of serious misconduct. Appeals may be made in writing to the Head of the School. The School must receive any appeal within seven days of the School's decision to withdraw a student.
5. The School will act in 'loco parentis' during the School day and where School activities extend beyond it. The School is not responsible for students outside of these hours.
6. The School does not accept responsibility for the loss, damage or theft of any personal effects including money not in its care. Our insurance cover does not extend to the use of public transport. The School will not be liable for any personal injuries except those liabilities already imposed by statute.
7. The School reserves the right to introduce Student Support Fees where a psychologist's assessment has indicated that they are appropriate.
8. The School must be notified promptly of any absences through illness. The School must be notified of suspected or known infectious diseases so that appropriate action can be taken. All students are advised to arrange full insurance cover for their stay in the United Kingdom to cover loss, injury, damage to property, medical and repatriation expenses and such risks as considered advisable by the student's parents/guardians.
9. Students are expected to attend School punctually and regularly and should be present throughout the course of study, unless prevented from doing so for medical reasons. Persistent failure in this regard will be held to be serious misconduct. Students are required to take part in all timetabled activities including courses and outings forming part of the School's operation. Work and activities are regularly set for evening, weekend and holiday periods. These form part of the curriculum of ICS.
10. All books and materials belonging to the School must be returned before a leaving certificate can be issued.
11. If the parents are not going to be resident in London, a guardian must be nominated and the School informed.
12. The School reserves the right to vary details of the courses offered without notice.
13. Full curriculum fees apply to published dates and are as invoiced. The full fee is payable for a student who joins the School after the beginning of the School year. If students withdraw, fees for the remainder of the year will not be refunded. An Application Fee is charged for first time students only.
14. Non payment of the Application Fee and deposit means that the place cannot be held for the student and will be offered to other applicants.
15. The School requires three months notice in writing if you wish to withdraw your child from the School.
16. The signed Application form gives permission for the student to participate in all supervised sports and activities within and outside the School premises, which form part of the School programme. Additional written permissions may be required for extra sporting and other activities.
17. ICS is a multicultural community and as such all staff, parents and students must be treated with fairness, respect and in a wholly non-discriminatory manner. The School reserves the right to terminate this contract with immediate effect in the case of non-compliance with the above.
18. The contract between you and the School is governed by English Law. You agree with us to submit to the exclusive jurisdiction of the English courts.
19. We reserve the right to change or add to these terms and conditions from time to time to cater to any legal, welfare or other substantive reasons or in order to assist the proper delivery of education at the School. The School will send you notice of any such modification prior to the end of the penultimate term before the modifications are to take effect.
20. It is a fundamental provision of this contract that neither the School nor its representatives shall be liable in the event of any service contracted to be supplied by them becoming impossible to supply by reason of industrial dispute or other causes outside their control.
21. Any reference in these conditions to "the School" shall be interpreted to include its employees and any other representatives of the School.
22. All communication between the School and ICS clients will be through email and the School website.
23. All existing students will be required to re-register for each academic year.
24. Should School fees remain outstanding, any monies spent by the School in obtaining this payment (eg through debt recovery agencies etc) will be added to the outstanding sum.

**THIS FORM MUST ALSO BE SIGNED AND RETURNED WITH THE APPLICATION FORM. PLEASE RETAIN A COPY FOR YOUR RECORDS**

## CONFIRMATION

I have read and agreed to the School's conditions and I acknowledge that my application is accepted on this basis. I am responsible for the payment of all fees for the above named student and agree to make payment before the student starts School. I agree to the participation of the student in the School programme and supervised activities within and outside School premises which are part of the programme and which may include travel on public transport.

I AUTHORISE/GIVE THE SCHOOL PERMISSION TO ADMINISTER ANY EMERGENCY TREATMENT NECESSARY FOR MY CHILD IN MY ABSENCE

Yes  No

## CONSENT

a) I allow my child to leave the School premises during the lunch hour (for secondary school students 15 years and above only)

Yes  No

b) Students who enrol will have their name, phone number and address printed in the School's directory. Photos taken of students may be used in school marketing materials, including the website. All information on the School's database will be used by ICS for internal purposes. Exceptions to this rule are where it is necessary to share specific data with a third party/sub-contractors as necessary e.g. transport and travel companies. If you have any questions or want to withhold this consent, please contact the Admissions Office.

Parent/Guardian Signature

Date