

Dates and Fees

SEPTEMBER 2010 - JUNE 2011

FEES PER TERM SEPTEMBER 2010 – JUNE 2011 (3 terms in an academic year)

Application Fee/Enhanced Fee*	265.00/600.00
Deposit	1590.00
School Development Fee (New students joining the School – payable first term only)	530.00
School Development Fee (Continuing students – payable termly)	105.00
PYP Nursery, Reception, Years 1, 2 & 3 (age 3-7)	4500.00
PYP Years 4-6 & Primary Foundation (age 8-11)	5050.00
MYP Years 7-9 & Secondary Foundation (age 11-14)	5600.00
MYP Years 10-13 & Secondary Foundation (age 14-17)	6150.00
AS/A2 Years 12-13 'A' Level Programme (age 16-19) per subject, per term	1675.00
IB Diploma Fees	6150.00
IB Examination Fees (Year 13 only)	700.00
IB Diploma Biology and Diploma Language Trips	500.00 – 700.00
A residential course requirement in the first year of the course	

Annual Academic Years Fees are inclusive of lunch, Bawdsey whole school trips (Years 4 – 13), a £300.00 contribution to a Travel and Learn Trip (Years 4 - 13) and a Netbook (Years 4 - 13). These items are non-refundable if not used and are not transferable to the next academic year.

TERM DATES 2010 – 2011

Autumn Term	01/09/10 – 17/12/10
Spring Term	04/01/11 – 08/04/11
Summer Term	26/04/11 – 23/06/11

Please see www.icschool.co.uk for dates of Half Terms and other School Holidays and School Events.

Please note that the £265.00/600.00 Application/Enhanced Fee must accompany the Admissions Form and is not refundable. Once a place is offered a non-refundable Deposit of £1590.00 is required within 7 days of the offer in order to retain the place. This £1590.00 is held by the School until the student leaves and will be refunded upon written request provided that due notice of withdrawal has been given (One term's notice in writing) and all financial obligations have been met.

Confirmation of Acceptance for Study (CAS)
A charge of £25.00 will be levied for each CAS issued.

STUDENT SUPPORT SERVICES FEE STRUCTURE SEPTEMBER 2010 – 2011

*Students applying to ICS with SEN's pay an **Enhanced Application Fee** (£600.00) in order for their application to be assessed by the School's Educational Psychologist and the Student Support Team.

SEN Support Stage A	Additional Term Fees	£760.00
SEN Support Stage 1	Additional Term Fees	£2035.00
SEN Support Stage 2	Additional Term Fees	£3410.00
SEN Support Stage 3	Additional Term Fees	£4790.00
SEN Support Stage 4	Additional Term Fees	£6180.00
SEN Support Stage 5	Additional Term Fees	£7560.00
SEN Support Stage 6	Additional Term Fees	£8935.00

Life Skills Programme Termly Fees £15,100.00 (more information available on request).

STUDENT SUPPORT SERVICES FEE STRUCTURE SEPTEMBER 2010 - 2011

25% Learning Support Assistant	Additional Term Fees	£2920.00
50% Learning Support Assistant	Additional Term Fees	£5840.00
75% Learning Support Assistant	Additional Term Fees	£8760.00
100% Learning Support Assistant	Additional Term Fees	£11680.00

ICS MINIBUS SERVICE

Our transport service routes are based upon London postcodes. Our service will collect students from their addresses in the morning and drop them off at the end of a regular school day. For ICS transport zones, please consult the Website: www.icschool.co.uk/Door-to-door_Minibus.html or contact the Admissions Office.

ACADEMIC YEAR MINIBUS FEES

These fees are based on £80.00 per week in each term.

ACCOMMODATION

Please contact the Admissions Office to discuss accommodation if this is needed. Host family accommodation is available and it is the school's intention to have a full boarding facility in the near future.

Conditions of Enrolment

(VERSION RT 04.10)

1. All School fees, including Application Fees and Deposits, 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 its services in the event that such fees have not been paid by the starting date. Payment of the Application Fee 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 considered by the School to be in the best interests of the School or student.
- 3A. VISA Passport applications are the responsibility of the student. Where visa applications are refused, School fees will be refunded upon review by the School of documentation from the Embassy in question which demonstrates such refusal. However, the School will retain the Application Fee in such cases. No refunds will be made if the term which is to be refunded has already begun.
- 3B. ICS is authorised to issue Confirmation of Acceptance for Study (CAS) under the UK Border Agency (UKBA) regulations. ICS will issue a CAS to a student only after a student's completed application has been positively reviewed, and an offer of a place has been made and accepted by payment of the deposit, a term's tuition fees and the CAS Fee. Parents and students must affirm that they will pursue their visa applications with due diligence in order to arrive in the UK in time to begin classes at dates agreed with the School and to maintain the legal status of their documentation (passport and visa) whilst at the School. If a child leaves ICS to return home prior to dates agreed, the School is obliged by law to inform UKBA. If a child is to leave ICS for another school in the UK, the parent must apply to UKBA for a change of sponsor prior to this move. ICS is obliged to inform UKBA of this action.
4. If Parents are asked to withdraw a student in the event of serious misconduct the fees will not be refunded. The School will be the sole arbiter of what constitutes serious misconduct. The parents 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 addressed to the Head of the School. Any appeal must be received by the School within seven days of the School's decision to withdraw a student.
- 5A. 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.
- 5B. The School is not responsible for students 15 years and above, who with their parent/guardian permission, are 'off campus'.
6. The School does not accept responsibility for the loss, damage or theft of any personal effects including money not in its care and does not carry insurance for such events. Our insurance cover does not extend to the use of public transport. The School will not be liable for any death or personal injuries except those liabilities imposed by the laws in force from time to time.
7. The School reserves the right to introduce Student Support Fees where a psychologist's assessment has indicated that it is appropriate. If an agreement cannot be reached between the parents and the school, the school reserves the right to withdraw the place.
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 for all lessons and scheduled activities 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. Homework and activities are regularly set for evening, weekend and holiday periods. These form part of the curriculum of ICS and students are expected to complete them.
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 representative for the student 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 Deposit means that the place cannot be held for the student and will be offered to other applicants.
- 15A. The School requires at least 1 term's notice in writing if you wish to withdraw your child from the School during the academic year. Written notice must be received by the Admissions Office before the first day of the child's final term; otherwise termly fees will be levied whether or not the place can be filled.
- 15B. It is assumed that a student attending the School who has fulfilled all relevant Conditions of Enrolment, will be returning for the following academic year unless written notification of withdrawal is received by the Admissions Office before the first day of the Spring Term (termly dates are set out above). There is no refund or reduction of fees for absence, suspension or expulsion. No records, recommendation or reports will be released until all financial obligations have been met.
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 case of non-compliance with the above.
18. These conditions between you and the School form a contract which 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. References in these Conditions of Enrolment to "the School" shall be deemed to include its employees and any other representatives of the School. References to parents shall include guardians and other representatives of the Student appointed for the purpose of paragraph 11 above. References to School day mean the period between 8.55 hours and 15.40 hours as the same may be varied for scheduled activities.
22. All existing students will be required to re-register for each new academic year.
23. Should School fees remain outstanding, any monies spent by the School in obtaining this payment (e.g. through debt recovery agencies etc) will be added to the outstanding sum.
24. I give the school permission to administer any emergency treatment necessary for my child in my absence.
25. 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.

CONFIRMATION

I have read and agreed to the School's Conditions of Enrolment 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.

Parent/Guardian Signature:

Date:

Please Print Name:

(VERSION RT 04.10)