

Dates and Fees August 2011 – June 2012

TERM DATES 2011 – 2012

AUTUMN TERM: 31/08/11 – 15/12/11

SPRING TERM: 03/01/12 – 30/03/12

SUMMER TERM: 16/04/12 – 21/06/12

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

FEES PER TERM AUGUST 2011 – JUNE 2012 (3 TERMS IN AN ACADEMIC YEAR)

Application Fee/SEN Application Assessment Fee*	£150.00/£630.00
Enrolment Fee	£150.00
Deposit	£1650.00
School Development Fee (New students joining the School – payable first term only)	£550.00
School Development Fee (Continuing students – payable termly)	£110.00
PYP Nursery, Reception, Years 1, 2 & 3 (age 3-7)	£4700.00
PYP Years 4-6 & Primary Years Preparation Programme (age 8-11)	£5275.00
MYP Years 1-3 & Middle Years Preparation Programme (age 11-14)	£5850.00
MYP Years 4-5 & Diploma Preparation Programme (age 14-17)	£6425.00
IB Diploma Years 1 & 2 (age 16-19)	£6425.00
IB Examination Fees (Diploma Year 2 only - to be invoiced in the Spring Term)	£700.00
IB Diploma Biology and Diploma Language Trips (A residential course requirement in the first year of the course)	£500.00 – £700.00
Primary Years Special Education Programme/Secondary Life Skills Programme	£15780.00
Additional Language Tuition (mother tongue language)	£45.00 per hour
Cambridge/IELTS Exam Fees (includes administrative fee)	£130.00

Annual Academic Years Fees are inclusive of lunch, Bawdsey whole school trips (Years 4 – 13), contribution towards Travel & Learn trip, and loan of a Netbook (Years 4 - 13) for the duration of the student's time at the school. These items are non-refundable if not used and are not transferable to the next academic year.

PLEASE NOTE:

Please note that the £150.00/£630.00 Application/SEN Assessment Fee must accompany the Admissions Form and is not refundable. Once a place is offered a non-refundable Deposit of £1650.00 is required within 7 days of the offer in order to retain the place. A non-refundable enrolment fee of £150.00 is also required to complete the student's enrolment and induction to the school. The deposit (£1650.00) 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 £30.00 will be levied for each CAS issued.

STUDENT SUPPORT SERVICES FEE STRUCTURE AUGUST 2011 – 2012

SEN Support Stage	Additional Term Fees	LEARNING SUPPORT ASSISTANCE OR CO-TEACHING FEE STRUCTURE			
SEN Support Stage A	£795.00				
SEN Support Stage 1	£2125.00				
SEN Support Stage 2	£3565.00				
SEN Support Stage 3	£5000.00	25% LSA/Co-Teacher	Additional Term Fees	£3050.00	
SEN Support Stage 4	£6460.00	50% LSA/Co-Teacher	Additional Term Fees	£6100.00	
SEN Support Stage 5	£7900.00	75% LSA/Co-Teacher	Additional Term Fees	£9150.00	
SEN Support Stage 6	£9430.00	100% LSA/Co-Teacher	Additional Term Fees	£12200.00	

*Students applying to ICS with SEN's pay an Application Assessment Fee (£630.00) in order for their application to be assessed by the School's Educational Psychologist and the Student Support Team. An academic achievement assessment fee of £300 will be added to invoices if further assessment is determined necessary during the academic year.

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 (weekly)

£90.00

ACCOMMODATION

Please contact the Admissions Office to discuss accommodation if this is needed. The School has a residence and can also provide Host family accommodation.

CONDITIONS OF ENROLMENT

1. All school fees, including Application Fees and Deposits are payable in advance and are non-refundable. In exceptional circumstances and at the sole discretion of the school consideration may be given to a partial refund. The school reserves the right to withdraw its services in the event that any 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 been paid.
2. The school reserves the absolute right at its sole discretion to withhold acceptance of an Application if such action is considered by the school to be in the best interests of the school or the student.
3. Visa passport applications are the sole responsibility of the student/parent guardian. Where visa applications are refused school fees, but not the Application Fee, will be refunded provided that no refunds of school fees will be made if the school term has already begun. Please also refer to the admission form for further conditions.
4. 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 student leaves ICS to return home prior to dates agreed, the School is obliged by law to inform UKBA. If a student 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.
5. If parents are required to withdraw a student in the event of serious misconduct school fees will not be refunded. The school will be the sole arbiter of what constitutes serious misconduct.
6. The parents of students will be charged for any damage caused by a student to school property.
7. Any appeal against a decision made by the school in respect of a student must be in writing and received by the school within 7 days of such action being notified to the parent.
8. 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.
9. The School is not responsible for students 15 years and above, who with their parent/guardian permission, are 'off campus'.
10. The school will not accept responsibility for lost damage or theft of any personal property belonging to a student unless the same has been specifically handed into the school for safekeeping.
11. The school reserves the right to introduce Student Support Fees where a psychologist's assessment has indicated that it would be appropriate to provide the student with additional support. If agreement cannot be reached between the parent and the school for the introduction of such additional support the school reserves the right to withdraw the student from the school. Please also refer to the admission form for further conditions.
12. The school must be notified promptly of any absences of a student through illness. The school must be notified of any suspected or known infectious diseases that a student may have.
13. All students are strongly advised to arrange full insurance cover whilst in the United Kingdom to cover loss, injury, damage to property, medical and repatriation expenses and such other risks as are considered advisable by the student.
14. 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.
15. Students will be 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 or other good reason. Persistent failure to attend will constitute serious misconduct. Students are required to take part in all timetabled activities including courses and outgoing outings forming part of the schools activities. Homework and activities are regularly set for evening, weekend and holiday periods. These form part of the school activities and students are expected to complete them.
16. All books and materials belonging to the school must be returned before a Leaving Certificate will be issued. If the parents/guardian of any student does not reside in London a representative for the student must be nominated and the school informed in writing.
17. The school reserves the right from time to time and its sole discretion to vary the details of the courses offered without prior notice.
18. If the Deposit is not paid when required a student's application will be deemed to have lapsed.
19. Any student wishing to withdraw from the school must give at least one full term's written notice in writing. Unless such notice is given a full term's fees will be payable whether or not the student's place is filled.
20. 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.
21. Upon signing, the Application Form shall be deemed parental/guardian consent for the student to participate in all supervised sports and activities within and outside the school premises which form part of school activities. Additional written permission may be required from the parent/guardian in the event of the student being asked to participate in extra sporting and other activities not forming part of school activities.
22. The school forms part of a multi cultural community and as such all staff parents and students must be treated with fairness, respect and in wholly non-discriminatory manner. A breach of this provision will amount to serious misconduct and the school reserves the right to withdraw a student with immediate effect in the event of non-compliance. 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.
23. 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.
24. 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.
25. 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.
26. 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.
27. In the event that the school is closed or unable to perform its contractual obligations by reason of 'Force Majeure' as defined herein the school shall be under no obligation to refund any part of any fees paid. A 'Force Majeure' occurrence shall mean an occurrence beyond the control and without the fault or negligence of the party affected and by which exercise or reasonable diligence the said party is unable to prevent or provide against. Without limiting the generality of the foregoing 'Force Majeure' occurrences shall include; acts of nature (including fire, flood, earthquake, storm, hurricane or other natural disaster), or invasion acts of foreign combatants, terrorist attacks, military of other usurped political power or confiscation, nationalisation, government sanction or embargo, labour disputes of third parties to this contract, or the prolonged failure of electricity or other vital utility service.
28. 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.

FOR FURTHER INFORMATION ABOUT FEES AND DATES, PLEASE CONSULT OUR WEBSITE AT WWW.ICSSCHOOL.CO.UK