Drogheda Grammar School

Fees Policy

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School Mission Statement

Drogheda Grammar School is one of the oldest secondary schools in Ireland and has been providing first class education to local, national and international students for over 350 years.

It is committed to our educational philosophy: "Every individual is of value and has something to contribute".

Our mission is to create a positive atmosphere that values each individual student and offers them opportunities to contribute and achieve.

General Terms and Conditions

Drogheda Grammar School is a fee paying co-educational secondary school. The Board of Management, made up of representatives of the patrons, parents and teachers, manages the school. The Finance Committee is a sub-committee of the Board of Management.
School fees are the main source of income for the School. The school fees are set to enable the school provide the relevant programmes, specialist resources and qualified staff.

Parents/Guardians choosing to send their children to Drogheda Grammar School understand and accept a commitment to pay the school fees and charges billed to their account.

The Board of Management acknowledges that the timely payment of school fees, when due, is essential in maintaining appropriate control of Drogheda Grammar School finances and in planning for the school's future.

When parents send their children to the Drogheda Grammar School they accept the obligation to pay the school fees as outlined under payment options. The Board is aware that the vast majority of parents meet their obligations in this regard but are also conscious of instances where the payment policy can be abused.
Places cannot be guaranteed unless there is compliance with our fees policy.

Registration and Booking Deposits

An application form must be completed by Parents/Guardians who wish their child to be considered for a place in Drogheda Grammar School. When a student's application is accepted and a place offered, the fee payer will be asked for a €500 deposit to hold a place for their child in the school year specified. €200 of this deposit is offset against the student's 1st Year Fees and the balance is offset against the student's final fee invoice in 6th year. The deposit is non-refundable in the event of a pupil not attending Drogheda Grammar School (i.e. cancelling their place) or leaving the school prior to completing their Leaving Certificate Examination. Deposits cannot be transferred to another sibling in the event of not taking up a place.

Fees in Lieu of Notice

If the decision is taken that a student is to be removed from Drogheda Grammar School, it is required that the fee payer give one (1) term's notice (12 weeks) in writing to the Principal. Failure to give this notice will result in a term's fees in lieu of notice being incurred.

Drogheda Grammar School

Fees Policy

Determination of Fees

Following a recommendation from the Finance Committee, the level of the annual School's fee is set by the Board of Management each year. School fees for the coming year are set after a review of the school's current and forecast financial position. Fees are invoiced during August of each year.

Parents Association
A Parents Association subscription is included on the fee invoice. The subscription is determined by the committee of Drogheda Grammar School Parent Teacher Association at their A.G.M. and approved by the Board of Management.

Transition Year fee
Transition year pupils are charged an additional fee to cover the additional co-curricular and extra-curricular activities which take place during the course of the year.

School Trips
School trips organised by the school are an additional cost. Students will not be permitted to travel on overseas School Trips if fees are in arrears (this does not apply to essential project/field trips).

Discounts
Where there are two or more students from the same family in the School at the same time a discount of 15% is available on the second and subsequent child's fees.

Collection Policy:
Fees for the first term are due by the 1st of September and for the second term on the 1st of February and should be paid in full, unless arrangements have been made to pay school fees by other payment methods.

Special Circumstances
Where a parent/guardian is not in a position to pay the school fees as they fall due it is their responsibility to contact and inform the school. The issue will then be referred to the Finance Committee of the Board of Management for consideration and if appropriate a revised payment structure will be put in place.

Payment Options
Parents will be invoiced for fees in August each year. Payments can be made in full, two or seven moieties by:

a) Cheque
b) Standing Order over seven months from September to March
c) Electronic File Transfer/Bank Transfer

Drogheda Grammar School

Fees Policy

The following steps will be followed in the event of late or non-payment of fees.

The Bursar will make all relevant information concerning cases of late or non-payment of fees available at each Finance Committee and Board of Management meetings.

If fees are not paid on the date on which a student leaves the School, the account will be considered to be in default. The Bursar will send a letter stating that the School intends to take legal action to recover outstanding fees, and if there is no satisfactory response, the matter will be referred to the School's legal representatives for that purpose.

Arrears Management
The following arrangements will apply to situations involving the late, very late or non-payment of school fees for a particular school term:

- A School's Fee Committee comprising of the Chairman of the Finance Committee and a Board of Management nominee, will consider all instances of fees in default and decide the basis on which the Board's Fee Policy will be implemented in respect of these cases.

- While the Fee Committee will be independent of the Principal, it will liaise closely with the Principal, and in certain instances seek her/his advice and support, in the implementation of special arrangements to secure payment of fee arrears.

- This Committee may enter into individual arrangements with parents in order to secure payment of all arrears. Circumstances which make the prompt payment of fees impossible in the short term can be considered by the committee, who will keep the Principal, Finance Committee and the Board informed of all relevant developments.

- In accordance with Board of Management stated policy, this Committee will, where it considers it appropriate, inform parents with fee arrears that Students shall not be permitted to return to the school for the start of the new term unless the fees are paid up to date.

- A decision to exclude students from the School will be communicated to the parents one month before the end of the term in question in order to allow sufficient time to make alternative arrangements for the student.

- Defaulting parents will be identified to the Board and all outstanding fees will be pursued by legal means where necessary.

The Board of Management hopes that all parents will understand the need for these procedures and thanks them for their continued support and co-operation. It is our aim to help and support any family that encounters financial difficulties and work together with them to resolve the situation.

Please note this policy is subject to change following direction of the Board of Management and Directors.

Fees Policy

I/We have read, understand and agree to the fees policy of Drogheda Grammar School and agree that we are both jointly and severally liable for the payment of the school fees.

Childs Name _____
Block Capitals

Name of Parent/Guardian _____
Block Capitals

Signature of Parent/Guardian _____

Name of Parent/Guardian _____
Block Capitals

Signature of Parent/Guardian _____

Date _____