



Bales College

INDEPENDENT SCHOOL & SIXTH FORM COLLEGE IN LONDON

Fees as at 1 January 2022; and Enrolment Conditions.

Section A: fees and charges – Years 12 & 13

Registration fee: This is paid once only at the time of first enrolment.

UK passport holders or UK residence: £ 200

Student visa applicants: £ 620

Deposit: Returned at the end of the course less any expenses incurred by the student: £ 500

Term fees (there are three terms per academic year):

UK students	£ 5,500
International students	£ 5,650

Lunch:

Autumn term £ 324

Spring term £ 230

Summer term £ 256

Annual charge if paid in a single payment by 1st September 2022: £ 761

Science laboratory fee – per subject per term: £ 45

Examination entry fees:

Fees are payable for A level and GCSE examination entries at the time of entry:

Amount for each A level subject £ 120

Amount for each AS level subject £ 60

Amount for each GCSE subject: £ 45

Uniform

There is no uniform for sixth form students. Dress policy is smart casual. Jeans, trainers, t-shirts or hoodies are not acceptable.

Books

We provide writing books for no charge and textbooks on loan. Those not returned at the end of the year, or are too damaged, are charged for at cost.

Trips

We will provide educational day or half-day trips for no charge unless there are special entrance charges to places that should reasonably be met by the parent, in which case a charge will be made to the parent, and added to the bill for the following term. For longer excursions, prices will be notified well in advance.

Section B: when payments are made

Initial payment at enrolment

When a place is offered, enrolment is made by completing this form and returning it together with payment of the registration fee, £200, and the deposit, £500. The total amount is £700. It is non-refundable if the student does not subsequently attend. Otherwise it is refunded at the end of the course less any deductions. For enrolment, £700 must be paid directly to our bank, details below.



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Term payment

Fees are to be paid in advance three times per school year on the due dates:

Friday 26th August 2022
Thursday 1st December 2022
Wednesday 1st March 2023.

These dates do not correspond to the academic term dates that vary year to year.

Section C: method of payment

Direct payment to College bank – via payee’s own bank. Your bank should be instructed to pay to the following account, stating the **name of the student** or parent on the narrative.

Bank Sort Code	09-01-29
Bank Name	Santander
Account Name	Bales College
Account Number	2037 8431

Section D: enrolment conditions

Fees. These are to be paid in accordance with the information given on this fees notice.

Due dates. Fees are to be paid on or before due dates given above.

Late payment. If fees are paid after the due date, there will be a surcharge of 2% per month added to the fees over the period from due date until actual payment is made.

Suspension for non-payment. If payment has not been made within four weeks of the due date, the College will require the student to be suspended from the course until fees are paid.

Fee increase. The College reserves the right to increase fees by giving one term’s notice of intention to do so.

6. **Notification by parent or other person who has enrolled the student of termination of enrolment.** Enrolments are accepted on the basis that students may be withdrawn from the College by giving one term’s **written notice**, or fees are to be paid for the next term in lieu of notice. All enrolments therefore are initially for a minimum of two terms. The period of enrolment continues until the end of year 13 or is terminated as above. As a guide, written notification of termination of enrolment during the calendar years 2022 and 2023 must be received by the following dates:

Departure at Christmas 2022 - give notice by 26th August 2022.
Departure at Easter 2023 – give notice by 16th December 2022.
Departure at Summer 2023 – give notice by 24th March 2023.
The equivalent dates apply to future years.

Forms. The parent is to provide any information required by the College in the normal process of teaching and education of their child in initial forms such as this one and for any subsequent request, such as change of address and contact details, on student medical issues, on study data such as examination or test results, on conduct and behaviour, and on any external educational testing such as by an educational psychologist or advisor.



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8. **Lunches.** We expect that students should have a meal in our canteen at lunchtime, for nutritional and social reasons. A packed lunch brought from home can be eaten by the student in the currently designated room, or food obtained from nearby outlets.
9. **Attendance.** This must be on every day of every term, and every lesson according to the current lesson schedule that appears on the timetable.
10. **Students enrolled on CAS (Student visa).** Students enrolled on CAS pay the first year annually in advance at the rate of £5,650 per term and revert to the same termly payment condition as UK students in the second and subsequent years. **Registration fee for CAS students is £620.**

Section E: starting date

The first day of the Autumn Term 2022 is Thursday 1st September 2022.

For any other starting date as arranged with the College, please enter the date here

Section F: declaration and signature

Parents must read all of this enrolment document, read the declaration below, sign as indicated below and return the signed copy to the College.

I agree that my child will arrive at Bales College on time for every scheduled class, correctly dressed according to the College Dress and Uniform Policy, with correct materials according to the College Materials Policy, and my child will attend every day of each term unless illness prevents attendance, and I will not take my child out of school for any holiday during term time.

I have read, understand and agree to abide by the enrolment conditions as stated on this enrolment document.

Other forms to be completed at enrolment and updated as necessary during the period of enrolment include admission data form, medical form and annual trips form.

Parent
Name Signature Date

Parent
Name Signature Date

Name of student.

End of form