

## Deposit Terms and Conditions

A deposit will be paid on acceptance and held until the child leaves. In order to reclaim the deposit parents must give written notice of leaving. For children leaving school at the end of the Autumn Term (ie in December) parents must advise the school by October 10th. For children leaving school at the end of the Spring Term (ie at Easter) parents must advise the school by January 30th. For children leaving at the end of the Summer Term parents must advise the school by May 7th.

The notice of leaving should be given via email to [theoffice@wingateschool.com](mailto:theoffice@wingateschool.com)

Parents who make long-term provision for their child to have a place at Wingate will need to pay the deposit of €850.00, 1 month from the date of acceptance. If the class place has a waiting list it will be necessary to pay school fees to hold a class place for the future. The school will reserve this place for your child for at least four months. Should your plans change, before your child enters school, the deposit will be returned on a pro-rata basis – i.e. ALL the deposit will be returned if the school is advised four months beforehand to no money being returned, if advised on or later than the proposed start date.

In the first term Sixth Form students can give end of term notice of leaving as late as 15th November (instead of 10th October). This should allow sufficient time for students to be confident that their chosen course of study is both achievable and suitable. After this date the other conditions shown on this form are applicable to both full time and part time Sixth Form students. Students who are enrolled for A Levels starting in Year 12 should be aware that this is a TWO YEAR COURSE. Parents must give notice of leaving by May 7th if they wish their son/daughter to leave at the end of Year 12. The school reserves the right to modify the desired Year 13 study programme if insufficient progress is made in Year 12. Parents will be advised of progress during Year 12.

Parents who plan to withdraw their child during term time will need to give 95 DAYS NOTICE in writing to the school office, stating clearly the intended day of leaving in order to avoid the DEPOSIT BEING FORFEITED. Fees will be charged on a day-by-day basis for the time their child attends school. If notice is given before the cut-off dates – (ie 10th October, 30th January and 7th May for each term respectively) parents can take what is probably the cheaper option of paying the terms fees and reclaiming the deposit.

### **Deposit refunds for parents moving to a new school at the end of an academic year, and confirming after the 7th May cut off.**

Parents who are making enquiries into moving their children from Wingate School to a new school, should advise Wingate before May 7th of the potential move. This allows us to prepare the waiting list and inform parents on that list of a potential place so that they can plan accordingly.

Once the confirmation has been given by the new school that a place is available and the parents accept and wish to move their child/ren, the deposit will then be protected via the following pro-rata basis:

Parents confirming the move Wingate before the 7th of May will receive the full refund of the deposit, to parents advising Wingate later than the 1st of September receiving none of the deposit, and a sliding scale will be used for any date in-between.

Parents who have not advised us of the potential move before May 7th, and thus keeping the waiting list blocked, will forfeit all of their deposit.

The school deposit is €850.00 for a 1 child family, €1000.00 for a 2 child family and €1200.00 for a 3+ child family. The deposit amount is shared so that if one child only from the family leaves school without giving sufficient notice then that proportional part of the deposit is forfeited.

Parents can give a provisional leaving letter to the school office if they think there is a possibility of leaving. This will safeguard the school deposit. However, if the class is full and the place is required by another, the school will need a definitive response.

If correct notice of leaving is given then part of the deposit can be used to pay the last terms fees. The school will hold €200.00 until the final date of the student leaving. Money for lost books, lost school goods or wilful damage will be deducted from the deposit.

The deposit will be returned if the school receives a doctor's note from a social security doctor in Tenerife which clearly shows that, for medical reasons to either child or parents, an urgent move is necessary.

The deposit will be returned if a child psychologist thinks an urgent move is necessary. A written report from the psychologist will be needed.

A parent who is asked to remove a child from school for non-payment of fees will also lose his/her deposit unless correct notice of leaving has been given. The parent will be liable for fees on a day-by-day basis to the date the child has been asked to leave the school. If written notice of leaving was given at the correct time then the deposit will be used as part payment of the outstanding amount and a repayment plan will be put in place for the remaining amount. Note, school fees are due within 10 days of the start of each term, unless a Monthly Agreement Form has been signed.

Parents whose children start Wingate on a terms trial basis will have deposits returned if either the school or the parent decides the child needs to leave during or at the end of the trial period.

The school can re-admit a child if the parents have forfeited their deposit, provided there is a class place and the Head of Department in agreement in such cases the deposit is reinstated and can be reclaimed when leaving if sufficient notice is given.

The school needs to be notified if a child is unable to start at the beginning of a term. If three school days go by without notification of absence the place can be offered to another child. Should the child return after the place has been given away and the class is full (24 per class) the school will hold the deposit until another place becomes available.

All children in the school benefit from the deposit payment and from the rules concerning this payment. Taken together they help to consolidate the stability of the school community and as such represent, for parents, a worthwhile investment if **CORRECT NOTICE OF LEAVING IS GIVEN.**