

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 April 11th.

The notice of leaving should be given via email to administration@wingateschool.com

The school requires parents to pay a **€1000 deposit** to secure a place for their child at Wingate. This deposit helps to reserve the child's class place and ensure that the class place is held for the future.

- If the plans change **before your child starts school**, the deposit will be refunded on a **pro-rata basis**.
- If the school is notified at least **four months before** the proposed start date, **the full deposit will be refunded**.
- If the school is notified **on or after** the proposed start date, **no refund** will be given.

If a child is to start at a later date during the term and you wish to hold the class place the school fees for that term must be paid in full.

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 April 11th 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 11th April 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 11th April cut off.

Parents who are making enquiries into moving their children from Wingate School to a new school, should advise Wingate before April 11th 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:

- **Before April 11th:** Parents who inform Wingate of their decision to cancel **before the 11th of April** will receive a **full refund** of the deposit.
- **Between April 11th and September 1st:** A **sliding scale** will be applied, meaning the refund will be partial, depending on the exact date of cancellation.
- **After September 1st:** Parents who inform the school **after the 1st of September** will **not receive any refund** of the deposit.

Parents who have not advised us of the potential move before April 11th will forfeit all of their deposit.

The school deposit is €1000.00 for 1 child, €800 for the 2nd child ,€500 for each subsequent child. If one child 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 child, the school will need a definitive response.

The school deposit cannot be used against the school fees and will be refunded once the child has left the school and when all school books have been returned.

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 the deposit. 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 term trial basis will have the deposits returned if the school decides that 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 is in agreement. However the deposit will need to be paid again once the class place has been offered.

The deposit payment, along with the rules surrounding it, is designed to benefit all children in the school, as it helps maintain the stability of the school community. By paying the deposit, parents are contributing to the overall well-being and sustainability of the school environment.

Mr M Howells
Head of Wingate School

Reviewed: August 2025