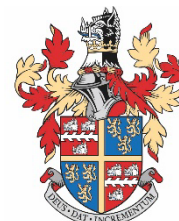


FINANCIAL INFORMATION FOR PARENTS



TONBRIDGE
SCHOOL

1. Current Fees & Payment Methods

Fees for the School Year 2023/2024 are £16,648 per term for a boarding place and £12,490 per term for a day place.

Music Tuition is charged at £390 per term of 10 x 40-minute lessons for a single pupil.

Termly fees and additional charges may be paid in one of two ways:

- At the beginning of each term by direct debit.
- Via a commercially operated monthly direct debit scheme.

Details of the two methods are noted below.

Termly Direct Debit

This is the method of payment preferred by the Governors, and most parents pay termly fees in this way. When a termly direct debit mandate is operational, the total sum shown on the latest bill presented to parents will be deducted from the nominated bank account on the first day of term. To pay by termly direct debit, please indicate this on the Method of Fee Payment form on the portal and complete, sign and return the enclosed bank mandate to us so that we receive it by **Wednesday 5 July 2023**.

Financed via a Monthly Direct Debit Scheme

You can apply to finance the fees and make monthly repayments by direct debit. The credit facility is provided by Premium Credit Limited trading as School Fee Plan, an independent financial services organisation, and the School acts as credit broker. For more information or to apply online visit the School Fee Plan website [School Fee Plan](#) or request a leaflet from the Fees Manager (feesadmin@tonbridge-school.org).

One-off Payment of Fees

Some parents prefer to settle their son's fees in full, or a part, by payment of a lump sum, which, together with interest, is used to meet fees as they fall due. This can be accommodated via the School's Fees in Advance Scheme, and further details are included at Annex 1. Unless the sum deposited is such that sufficient funds will be available to meet all fees on a termly basis, any outstanding balance, together with any additional charges, will be recovered by direct debit on the first day of each term.

Information on Your Identity and the Source of Funds

From time to time, we may ask you to provide us with sufficient information so that we can properly and accurately verify to our satisfaction: your identity; that you are not subject to, or within the purview of, any national or international financial, economic, trade, travel or other similar sanctions imposed by any competent authority; and the legitimate source of funds you are using to pay the fees. As noted under the School's Terms and Conditions, you must provide the School with the information and documentation it asks for.

Billing

Each boy will be allocated a unique account for the administration of the termly invoicing. Separate billing accounts can be operated for each parent, with the ability to share tuition fees and extras proportionally, should this be required. Please contact the Fees Manager (feesadmin@tonbridge-school.org), for further information.

Your fee invoice and supporting schedule will be **emailed** to you in advance of the start of each term. Please confirm your preferred billing email address on the **Method of Payment Form** on the Portal (as we appreciate that this may be different from the address used for other communications with the School). **It is important that changes to your billing email address are separately advised to the Fees Manager** (feesadmin@tonbridge-school.org) to avoid delays in receiving invoices.

Routine Fees and Extras

Tuition fees will be billed in advance for the start of each term, together with any additional charges (or 'extras') for the previous term. If a scholarship or bursary has been granted, the value of the award will be clearly shown on the bill and deducted in determining the net amount payable.

As a new parent, your initial bill will be limited to tuition fees and insurance recharges payable, less any scholarship or bursary awards. Going forward, you will be charged for additional items not included in the tuition fee payable, which are referred to as 'extras.' These charges may cover areas such as, but not limited to:

Music Tuition

Individual instrumental music lesson fees will be charged termly in advance wherever possible. Charges for incidentals, such as music scores and minor equipment, will be charged termly in arrears. There are no charges for theory and aural classes, coaching sessions with accompanists, or mock exams.

A full term's notice in writing must be given **to the Director of Music and copied to the Fees Manager** before a boy discontinues music tuition other than when finally leaving the School. Where such notice is not given, the next term's tuition fees must be paid in full.

Examination Fees

Fees charged by outside examining bodies are re-charged to parents.

Shop Purchases

The School Shop & Pound is located on campus and sells compulsory items of uniform and sports clothing, equipment, stationery, and other sundries. Boys who are new to the School will be invited to a uniform fitting preceding the start of term, with the cost of any goods purchased being payable on the date of the appointment.

Going forward, boys can charge items to their termly account, as approved by their Housemaster. Parents can monitor spending via the Parents' Portal, as detailed below. Further information on the services provided by the Shop is available from the Shop Manager (on +44 (0) 1732 304240).

House Accounts and Subscriptions

Boys will incur a variety of costs in relation to House activities that are recharged as 'House Accounts.' Charges will vary between boarding and day boys, but may include:

- House disbursements (such as train and taxi fares, Chapel and charitable collections, haircuts, and pocket money).

- Medical charges (e.g., private travel vaccinations, physiotherapy, or dental treatments).
- Newspaper and magazine accounts.

In addition, each boy contributes termly to House Subscriptions, which are central funds used for the benefit of all boys within a House. These funds subsidise some House activities and trips, and communal leisure equipment and subscriptions.

Insurance Charges

There are several insurance options that may be charged to your billing account each term, depending on the level and nature of cover required, details of which are included later.

Trips

A variety of academic and co-curricular trips are organised each year, many of which may involve an additional charge. The teacher in charge of the activity will advise you of the cost, which may be added to your termly bill. Depending on the nature of the trip, there may be agreed staged payments prior to departure. The School operates a standard cancellation policy, whereby you may incur the full cost of the trip should your son withdraw, and the School is unable to find a replacement, or the School is unable to recover costs from third parties (including insurance providers).

School Supplies & Textbooks

These include supplies from the Music School, laboratories, and workshops, and may include charges for books where these have been specifically requested, where they are annotated by the individual pupil for personal use, or where lost and not returned as requested. During a boy's first three years the individual teaching Departments supply the necessary textbooks. Boys are expected to look after the books and return them to the relevant Department at the end of the academic year. If a boy loses or damages a textbook that has been lent to him, he is liable to be charged if the book is not returned **by the required date**. Such charges will be added to a boy's end of term account. Occasionally during a boy's first three years he may be asked to purchase a book by an individual Department, in which case the relevant charge is added to his end of term account.

In the Sixth Form, boys purchase their own textbooks from The Pound and the number and costs of these books vary significantly between subjects.

Old Tonbridgian Society Subscription

On leaving the School, all boys are automatically enrolled in the OT Society, which exists to keep Old Tonbridgians in all parts of the world in touch with one another and with the School. The Society also helps with careers guidance and gives financial help to various activities at the School and to Old Tonbridgian Societies and Clubs. All members receive an annual magazine and termly e-newsletter, and the Society offers extensive networking opportunities through 'Tonbridge Connect' and an annual programme of social events. The cost of membership is met by the School.

Fee Queries and the Parents' Portal

Queries on billing accounts should be raised immediately on receipt of the termly bill. Shop Purchases should be queried with the Shop Manager (+44 (0) 1732 304240); House Accounts with your son's Housemaster, and all other charges with the Fees Manager (feesadmin@tonbridge-school.org) on +44 (0) 1732 365555. Wherever possible, these will be resolved before the termly direct debits are recovered from your bank account. Where this is not possible, and time permits, the disputed sum will be deducted before direct debits are claimed, pending investigation. If appropriate, the item can be billed separately later. Please note that direct debit transactions are submitted to the bank **three working days** prior to the start of term and **cannot be amended by the School after this point**.

Final Accounts

Final accounts are restricted to any additional charges that may have been incurred in the summer term prior to a boy leaving school. Final bills will be submitted soon after the end of a boy's final term. Where a further payment is owing, this will be due for immediate settlement by cheque or direct transfer to the School's bank account; however, if billing accounts have previously been paid by direct debit the payment will be taken by this method, provided the direct debit mandate remains valid.

Parents' Portal

The Parents' Portal aims to provide a wide range of information to parents allowing them an insight into the day-to-day life of the School and specific information regarding their son, including details of extras added to your son's account since the last bill was issued. Please note that the detailed transactions are removed from the Portal once your termly bill has been issued.

Access to the billing information is restricted to the parent or guardian responsible for the payment of fees, and will be available from Friday 1 September 2023 via a link on the School web site (www.tonbridge-school.co.uk) or via the following link (<https://tonbridge.fireflycloud.net/my-son/billing-extras>)

2. Additional Financial Protection

There are number of insurance considerations as your son joins the School, details of which are included below or on an attached leaflet.

Personal Accident Insurance (incorporating emergency dental insurance)

All boys are automatically enrolled in a Personal Accident Insurance Scheme by the School as part of the tuition fee provision; an explanatory leaflet is available on the portal which should be read in conjunction with our Insurer's Privacy Notice applicable to the policy. As will be seen, the insurance is specifically designed to cover students on occasions when injury or disability is incurred through genuine accident - for example, during sport - and, of course, is not designed to replace legal liability.

AXA Health Pupils' Healthcare Scheme

A leaflet is available on the portal, giving details of cover provided under this insurance scheme. The premium of **£126** per term is charged **in arrears** on your son's billing account. Please select this option on the **Method of Payment Form** should you require this cover.

The leaflet includes a link to the online [Application Form](#), which must be completed by **Wednesday 5 July 2023**. Failure to comply with this deadline may delay your sons' acceptance onto the Scheme and any treatment required. The information leaflet should be read in conjunction with the Insurer's Privacy Notice applicable to the policy.

It is important that the Section 'Appointing an authorised guardian' on the Application Form is completed if you require a Guardian or the School to assist with claim processing. The School's Medical Centre will not be able to help with a claim if this section is not signed in advance of treatment. Finally, if your son is joining the Six Form, or is over 16 years of age, you will also need to confirm on the Application Form that you have his consent to represent him.

Fees Refund Scheme

Through this scheme, parents can reclaim fees when a pupil is absent through sickness or injury. Furthermore, in the event of the bill-payer's accidental death, fees for up to six terms may be paid. An explanatory information sheet is available on the portal.

Should you wish to participate in this scheme, please indicate this on the **Method of Payment Form**. The School will then include the termly charge for this scheme on your fee account (**currently 0.75% of net fees for Day Pupils and 0.58% for Boarders**).

School Fees Insurance

Many parents pay fees from income alone. Following fatal accidents involving parents, it has become apparent that some have inadequate life cover: others have failed to make Wills. In the event of a parent developing a terminal illness or being killed in an accident, any consequential disruption to a boy's schooling through inadequate contingency planning at a time of extreme domestic pressure and distress could have devastating effects.

Whilst it is not the School's policy to recommend or endorse any insurance, parents are asked to read and consider the attached leaflet. A number of parents from the School have benefited from taking out this policy. If you wish to take out this policy, please contact SFS Group Ltd direct via the link [School Fees Insurance](#). Any queries should be addressed directly to them.

Pupils Personal Effects Cover

You may wish to insure all your son's possessions, including laptops, whilst at School, on the direct journey to and from School, and on official School trips and outings. Whilst it is not the School's policy to recommend or endorse any insurance products, Marsh Ltd offer cover at **£7.73/term** for **£5,000** cover, further details are available on the portal, and parents are asked to consider this area carefully for the following reasons:

- **The School cannot take financial responsibility for your son's possessions. If he loses them or they are stolen, the School is not able to reimburse you or claim on its own insurance policy.**

- If you take out this policy, you will not have to make a claim on your own domestic policy for items covered where you may have a substantial 'excess' or run the risk of losing your no claims bonus.

Please contact Marsh Ltd direct for further information on +44 (0) 1444 335174 or email termly.schemes@marsh.com.

Please select this option on the **Method of Payment Form** should you require this cover.

If subscribing for this insurance, we ask that any loss or damage is reported to the Housemaster or Matron as soon as possible.

Please note that the School receives no financial benefit from making this policy available to parents but believes that you may wish to know what cover is available.

3. Further Information

We hope that this financial guide has been of assistance in helping you negotiate your way through the various forms and returns that you have been presented with. Full details of the School's Terms and Conditions can be found via this link [here](#). Should you require any additional information or explanation, please contact:

Alison Hale

Fees Manager

E: feesadmin@tonbridge-school.org

T: + 44 (0) 1732 365555

Objective

The objective of the Fees in Advance Scheme ('the Scheme') is to provide a method where the cost of education at Tonbridge ('the School') can be reduced by making an advanced lump sum payment. The payer can be the parents or guardian of the child or anyone else who wishes to make a single sum advance payment to help with the cost of educating the pupil.

Basis of the Scheme

In return for a lump sum payment before, at or after the acceptance of an offer of a place for the pupil, the School offers a credit to be applied against each term's fee invoice for a set number of terms. The total value of these credits will be commuted at an agreed rate to calculate the amount of the lump sum payment.

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Terms and Conditions

1. These Terms and Conditions are supplemental to the School's standard terms and conditions to which the parents or guardian agree when accepting a place for the pupil concerned. These Terms and Conditions form part of the contractual relationship between the parents/guardian and the School.
2. All payments made in accordance with the Scheme form part of the general funds of the School and may be used for such purposes as the Governors may from time to time direct. In return for the payment, the School will make a specified payment to the fee account of the pupil of an agreed amount and for an agreed number of terms.
3. The parents or guardian must meet the difference between the amount per term paid by the School under this Scheme and the total school fees due in respect of the pupil each term. This will include increases in fees not already provided for under the Scheme, extras and expenses incurred by the School on the child's behalf and will be detailed on the termly fee invoice. Payment of any such difference shall be made in accordance with the School's standard terms and conditions.
4. The Scheme may be used to provide advanced payments towards fees for any set number of terms during the pupil's potential time at the School. The maximum amount accepted by the Scheme is an amount calculated to generate the termly tuition fee at the time of entering the Scheme.
5. The single sum advance payment is calculated by reference to a commutation rate which is reviewed by the School in line with movements in bank base rates.
6. The payment can include a provision for fee increases. This is assumed to be 4.00% but **can be varied at the option of the parent or guardian.**
7. Once payment is made the commutation rate will apply for the duration of the arrangement secured by that payment. On receipt, the School will confirm the amount of the payment, the number of terms intended to be covered by the arrangement, the amount to be credited against fees each term, and provide a VAT receipt.
8. The School must in all cases receive payment before the beginning of the first term to be covered.
9. A single sum payment will only be accepted in respect of those children for whom a registration fee has been paid.
10. The payment of a single sum for the provision of a future fee credit does not in itself guarantee a child a place in the School, nor does it in any way alter the terms of entry to the School or entitle the child to preferential treatment.

11. The School's standard terms and conditions shall continue to bind the parents / guardian and, subject to Clause 13 below, if a child leaves the School for any reason prior to the commencement of the last term covered by this Scheme, the unused proportion of the payment made under the Scheme will be refunded (less any amounts owed to the School at the time of the refund, including any fees payable in lieu of notice). The unused proportion shall be calculated by reference to the commutation rate used on entry into the Scheme.
 12. The repayment referred to in Clause 11 will be augmented by an interest payment that recognises the benefit to the School of the unused portion of the advanced payment. The interest will be paid to parents net of basic rate tax.
 13. If the child is admitted to another fee-paying school, the payment into the Scheme may, at the parents'/guardian's request, be used by the School to make payments by instalment towards the fees of that other school as and when due. This must be at the request of the payer and is at the School's discretion.
 14. The balance of single sum payments can be transferred without restriction between pupils at the School who are siblings.
 15. Queries or requests for information should be addressed to the Fees Manager, on +44 (0) 1732 304122 or feesadmin@tonbridge-school.org.
 16. In the event of any change to the School's charitable status, the School reserves the right to make reasonable changes to the terms of the Scheme with a minimum notice period of three months.
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Taxation

Parents and relatives are advised to consult their professional advisers about the merits of the Scheme and any taxation concern they may have.