

# T.A.S.C.

## FEES POLICIES & PROCEDURES FOR STUDENTS

Please note that the following procedures are in place regarding fees:

- Until colleges or universities agree to pay the childcare charges the parent/carer must pay for the fees inline with the current fee policy in place for all service users
- When students pay fees by themselves they will have this returned when the college or university starts paying the fees. The only fees that will be returned is the fees that fall within the dates that the college or university has agreed to pay.
- Fees are charged on a weekly basis on a flat rate of £55 per child per week
- Fees must be paid when your child is off sick or is on holiday during term time
- Fees must be paid till the end of the school year even if your child goes on holiday during the end of the school term or you finish college
- The registration fee must be paid by the parent/carer when they register for the service. If you require a place for the following year then the annual registration fees must be paid before the end of the last school term for the new school year to ensure that you have a place. Failure to pay this may result in your losing your place and it being given to someone on the waiting list or requiring a place
- If the school is closed out with our control i.e. due to adverse weather or a power cut then fees will still be due.
- Changes to the booking must be made with 2 full clear weeks' notice. i.e. changes given anytime during week 1 of a term apply to changes in week 4
- If a college has agreed to pay for your fees and fails to do so then the service user is liable for payment. This particularly happens when the student is sick or on holiday during their term time. Students must notify the service of their timetable and when they are off sick
- The service will liaise with the college of university to ensure that fees applied for are accurate, factual and are paid to the service
- If there is a shortfall in fees paid from the university and what is booked then the service user must pay this
- Students like other service users must pay for a place all year round even during period where they are off with the only exception being the October, Christmas, Easter and Summer school holidays
- If a trip is planned during term time for a day booked and you opt not to send your child, fees must still be paid
- If the school finishes earlier on the last day of a term then the service has a right to close at an earlier time or charge an additional fee if they open later

These Policies & Procedures are in place to ensure equality within the service. The

pricing policies are in place to ensure that the service is managed appropriately and covers the overheads that exist. Without appropriate structures in place T.A.S.C. would fail to ensure that the service is viable. Service users have the right to have confidence in the knowledge that the service will be available long term. We ask that service users respect that these are our policies and they are applied to all users equally.