



Monaghan Collegiate School was established in 1570 by decree of Elizabeth 1 as the Church of Ireland Diocesan School For Clogher. The school is one of the 28 Post Primary Schools, under Protestant Management within the Republic of Ireland that are represented by the Irish Schoolheads Association and *governed by a Board of Management & Board of Governors*. Our School is a co-educational post primary secondary school and pupils from all faiths are accepted to the school.

The 1967 Free Education Scheme established the means of funding of our school being a combination of monies from the *Secondary Education Committee Block Grant Scheme and parental contribution. (*conditions apply)

Definition of a student for the purpose of fees is:

A 'recognised' pupil transferring as a new entrant to Form 1, in accordance with Department of Education & Skills regulations is one 'as a rule has completed a full course of primary education and who is not less than 12 years of age on the first of January of the academic year of commencement.

Setting of Fees

The Finance Committee sets the fees & levies on behalf of the Board of Management. This is reviewed on an annual basis. The fees are set taking into consideration:

- Operational & development costs for the coming year including staffing.

Fee Policy

1. Fees are reviewed in May & September with Finance Committee.
2. Bands are decided and approved for MCS School Support based on School Resources & projected figures for forthcoming year and in conjunction with SEC Grant.
3. Text Book Rental Fee is decided upon.
4. Fees are issued in August for full years fees. Parents are asked to remit by return and if they are unable to pay immediately they must contact the office to arrange a repayment schedule. Standing order payment is also available over 9 months by arrangement with the office.
5. Accounts are regularly monitored and statements issued every 8 weeks approximately; follow up telephone calls and correspondence are issued regularly.
6. Parents who contact the school seeking assistance in a repayment schedule due to financial difficulties are notified to the Finance Committee and a suitable schedule drawn up.

7. Payments/Charges

- Incoming First Years are asked to pay €100.00 in the October before starting Secondary School – €50.00 deposit & €50.00 registration fee. The €100.00 will be deducted from their First Year fee. In exceptional circumstances, the Principal may recommend the full €100.00 to be returned.
- Overseas students will be required to pay a deposit of €500.00 which includes a €50.00 registration fee.
- All students joining the school in classes other than First Year will be required to pay €400.00 in advance of school fees being invoiced.
- After School Club is provided & paid for separately.
- Music, ECDL, TEFL English, and a number of school trips will incur additional cost.

In the interest of fairness to those parents/guardians who do meet their obligations, the School must pursue adherence to our School Fee Policy.

Students leaving at the start of or during the School Year

Pupils who leave during the academic year are required to pay the full fee. In exceptional circumstances the parent/guardian can make an appeal to the Board of Management.

We require notice by 1st May if a Pupil is not returning to School for the next academic term otherwise a School Fee may be incurred.

Pupils who are expelled during the Academic year are liable to pay a full fee.

Grants towards fees

Department of Education & Skills Block Grant – Secondary Education Grant known as the SEC Grant.

The Department of Education & Skills provides an annual 'block grant' to be allocated to assist protestant parents to send their protestant children to schools that provide an appropriate protestant ethos. The 'block grant' is administered by the Secondary Education Committee (SEC). Grants are allocated to those in need, on the basis of a means test, and are paid directly to the School each term. Parents/guardians fee accounts will be credited accordingly.

Pupils transferring from other Protestant Schools will incur a full fee pending their appeal to the SEC for transfer of SEC Grant. (SEC grant is granted to the pupil and not the School).

Other Grants

Grants received from other forms of aid will be credited directly to fee accounts, eg Protestant Aid & Sandy Martin Trust.

Educational Support Scheme

The Board offers an Educational Support Scheme. The Finance Committee are responsible for the distribution of the MCS Educational Support Scheme.

- Applications will be accepted from necessitous pupils.
- The MCS Educational Support Scheme applications are made through the School Administrator.
- The MCS Educational Support Scheme is reviewed annually by the Finance Committee.
- Pupils who enrol after the 1st September of the academic year may be eligible to apply for support, the decision will be at the discretion of the Board of Management.
- Fees for children of staff will remain as is and will be reviewed yearly.
- All information is dealt with in confidence.

Administrative Procedures for Fee Collection

Information will be provided to Parents/Guardians on the method of fee payment when a student place has been offered.

Students attending from overseas. The agency placing the student is deemed responsible for payment of school fees unless otherwise advised to School on completion of application form.

If an overseas pupil attends the school and returns home within the first month due to homesick, family illness or genuine unforeseen circumstance the School upon request may be in a position to consider a reduction in fee.

Non Payment of Fees

The School Board, acting out the principles of justice and compassion, has an obligation to the School Community to be sensitive to the needs of those who suffer hardship while, at the same time ensuring that all fees that can be paid are paid.

It is acknowledged that there may be occasions where some families experience financial difficulties and may not be in a position to meet the fee structure of the School. Prompt communication with the School Principal or Administrator is essential and a further meeting with the Finance Committee may be necessary.

Collection Operational Policy

- In the non-payment of fees a reminder will be sent and followed up.
- Where no response is received a registered letter is to be sent.
- Confirm with pupil no change in home address/circumstances.

Defaulting parents will be identified to the Board and outstanding fees will be pursued by legal means where necessary.

Parents will be required to meet with members of the Finance Committee to explain non-payment and to arrange a schedule of payment. Any consequential arrangements must be notified in writing to the parent/guardian.

The Board of Management, where it considers it appropriate, will inform parents/guardians with fee arrears that the student shall not be permitted to return to the school for the start of a new term unless the fees are paid up to date.

Failure to comply with payment of School Fees may result in accounts being placed in the hands of a Debt Recovery Consultant. In which case parents/guardians will be required to pay all expenses relating to the recovery of money owed and any default debt may be report to a Credit Reporting Agency.

Decisions to withdraw a student from the School will be communicated to the parents/guardian one month before the end of the term in question, to allow sufficient time to make arrangements for the student for the next year.

Any student who has a fees balance outstanding at the end of the academic year without consultation with the Board c/o the Finance Committee may be removed from the Student Roll and his/her place shall stand forfeited. Parents of such students will be notified in writing of such removal and forfeiture to enable them to make appropriate arrangements for their child's ongoing education in an alternative education establishment. In all cases involving parental notification a letter sent to the student's last known home address shall be deemed to constitute adequate notification to both parents.

A copy of the Fee Policy will be available upon request by Parents and a fee information letter will be issued to clarify any changes to fee payment.

Confidentiality

Parents/guardians are assured that the School Board recognises and respects the privacy of families within the School Community and all financial arrangements will be treated in confidence and with sensitivity. While fee levels and other fee matters are essentially a School Board concern, the final responsibility for fee collection rests with the Principal. The day to day operation of debt collection will be performed by the School Administrator.

Fee Policy Ratified by the Board and signed by the Chairperson of the Board of Management