



General Terms and Conditions

Monaghan Collegiate School is a fee charging, co-educational secondary school under Protestant management and with a Christian ethos. The Board of Management, made up of representatives of the patrons, parents and teachers, manages the school. The Finance Committee is a sub-committee of the Board of Management.

The Finance Sub-Committee makes recommendations to the BoM on the setting of fees.

The Board of Management acknowledges that the timely payment of school fees is essential in maintaining appropriate control of Monaghan Collegiate School finances and in planning for the school's future.

When parents send their children to Monaghan Collegiate School they accept the obligation to pay the school fees as outlined under payment options. The Board appreciate the support and co-operation of parents in this regard.

Places cannot be guaranteed unless there is compliance with our fees policy.

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 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.
- The fee accounts of parents and guardians 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 such as Protestant Aid and Sandy Martin Trust, will be credited directly to fee accounts

MCS Educational Support Scheme

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

- Applications will be accepted from all pupils.
- The MCS Educational Support Scheme applications are made through the Finance Administrator.
- The MCS Educational Support Scheme is reviewed annually by the Finance Sub- 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.
- All information is dealt with in confidence.

Registration

- An application form must be completed by Parents/Guardians who wish their child to be considered for a place in Monaghan Collegiate School.
- Incoming First Form students are asked to pay a €100 deposit when they have been offered a school place.
- All students joining the school in classes other than First Year will be required to pay a transfer fee of €400 in advance of the school fees being invoiced.

Fees

- Fees are reviewed annually. The fees are set after taking operational and developmental costs, including staffing for the coming year into consideration.
- Fees are invoiced to parents in August.
- Transition Year activities are charged separately over the course of the year.
- School trips organised by the school are an additional cost. Students may not be permitted to travel on overseas School Trips if fees are in arrears (this does not apply to essential project/field trips).
- After School Study Club is paid for separately.
- ICDL and some other activities will incur additional costs.

Payment Options

We request that payments are made in one of the following ways:

- Fees may be paid in full in September.
- Fees may be paid in 8 equal monthly instalments over the period August- 31st March. This is arranged through Payzone and assistance is available from the office for setting up Payzone accounts.

Please note: All accounts must be settled by 30th April each year and balances cannot be carried forward.

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

Non-Payment of Fees

The Board of Management has an obligation to the school community to be sensitive to the needs of those who suffer hardship while, at the same time ensuring consistency and fairness.

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. Where a parent/guardian is not in a position to pay the school fees as they fall due, it is their responsibility to contact and inform the school.

Prompt communication with the School Principal or the Finance Administrator is essential.

We require notice by 31st May if a pupil is not returning to School for the next academic term. Otherwise a school fee may be incurred.

Pupils who leave during the academic year are required to pay the full fee.

The Finance Administrator will make all relevant information concerning cases of late or non-payment of fees available at each Finance Committee and Board of Management meetings.

Arrears

- In the event of non-payment of fees, reminders will be sent and followed up by a phone call.
- We will confirm with the student that there has been no change in home address or telephone number.
- Where no response is received, a registered letter will be sent.
- Defaulting parents will be identified to the Finance Sub-Committee and outstanding fees will be pursued by legal means where necessary.

- A copy of the Fee Policy will be available upon request to parents and is available on the school website.

Confidentiality

- Parents/guardians are assured that the Board of Management 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 matter for the Board of Management, the final responsibility for fee collection rests with the Principal.
- The day to day operation of debt collection will be performed by the School Finance Administrator.
- The Board of Management hopes that all parents will understand the need for these procedures and thanks them for their continued support and co-operation.
- It is our aim to help and support any family that encounters financial difficulties and work together with them to resolve the situation.
- Please note this policy is subject to change following direction of the Board of Management and Governors.

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

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Chairperson of the Board of Management.

Dated: