



Mount Sackville Secondary School

"Ours is not to reap the harvest, ours is just to sow the seed"
Blessed Anne-Marie Javouhey

Mount Sackville Secondary School

Fee Policy

We at Mount Sackville Secondary School are delighted that you have chosen our school for your daughter's secondary education and we understand the commitment as parents/guardians you are making in this regard.

The fee policy is governed by the Board of Management and the Finance Committee.

When parents/guardians send their daughters to Mount Sackville Secondary School, they agree to pay the school fees in accordance with the terms below.

In the interest of fairness to those many families who do pay promptly, the Board believes on the advice of its Finance Committee that it must adhere to the School Fee Policy which is outlined below.

Fee payment

Fees are reviewed annually by the Board of Management in May, and parents/guardians are notified of any adjustments at that time.

Our preferred method of communication is by email and the invoices, statements and ad hoc communications will be sent to parents/guardians electronically.

An invoice for school fees is issued in June and fees can be paid in full at that time or in either 2 instalments (June and November) or 10 equal monthly instalments (June to March inclusive).

PLEASE NOTE that from JUNE 2021 it will be mandatory that school fees are paid by Direct Debit.

To this end we will be sending a Direct Debit mandate to all parents/guardians for completion. The form will be sent by email and the regularity of fee payment can be advised at this time.

Additional charges (e.g. TY Fee, Music Tuition Fee) will be added to the account throughout the school year. These charges will be added to the Direct Debit when they fall due.

Invoices are issued in June and statements are issued at the end of each term. The receipts are issued on request only.

Easy Payments will be used for all ad hoc charges throughout the school year.

Sibling Discount

The school offers a discount for students from the same family attending the school at the same time.

Discounts are 10% for the second student, 15% for the third student and 20% for the fourth and subsequent students. These discounts will be shown on the invoice issued in June.

Notice Required

We expect our students to attend for the six years of their secondary education, however if in exceptional circumstances a parent/guardian wishes for her daughter to be excused for a term, they must get written permission from the Principal three months prior and they must pay the full fees due for that year in advance to hold their place in the school.

At least a full school term's notice must be given in writing prior to the permanent removal of a student, in default of which the term's fees will be payable.

If a student takes a year out of the school for any reason, with written permission from the Principal, they must give up their place in the school and re-apply the following year with no guarantee of being re-enrolled.

As per the school's Admission and Enrolment procedures students are expected to attend for the full academic year. No refunds or reduction of fees will be permitted where a student is removed from the school for a period of time, e.g. Transition Year.

For clarification purposes, where a full school term's notice is given before the removal of a student, the full year's fees will remain payable where the student is re-entering the school.

Scholarship / Bursary

Mount Sackville Secondary School do not currently offer any scholarship or bursary for new or existing students.

Overdue Accounts – Arrears Management

On rare occasions, parents/guardians fail to pay their account, do not respond to reminder notices, and do not contact the school to make alternative arrangements. In these instances, the school is reluctantly forced to consider engaging the services of the school's professional debt collection agency and may involve the instigation of legal action. All related costs will be passed onto the parents/guardians. All payment schedules must be approved by the school, there is no facility for parents/guardians to set their own payment schedule.

If fees have not been paid in full by the end of the current academic year your daughter may have to forfeit her place in the school. Students may also not be permitted to use school facilities, travel on school tours or to sit the state examinations if the fee account has not been paid in full and it is deemed inadequate cooperation has been received from parents/guardians in fulfilling their financial obligations. The decision to withdraw a student from the school will be communicated to parents/guardians one month before the end of the term in question to allow sufficient time to make alternative arrangements for the student.

This Fee Policy has been sanctioned by the Board of Management on 15th April 2021. It supersedes all previous fee policies and notifications.