



May 2024

Dear Parent,

We look forward to welcoming you to Kimbolton School in September 2024. Regarding payment of the School fees, please find below details of how and when payments are to be made.

1. Fee Bills and Payment

- a. Tuition and other fees for the new Academic Year are published in July each year. Kimbolton School issues a termly bill, comprising Tuition fees plus boarding and music fees where applicable for the forthcoming term as well as chargeable disbursements for the previous term. These charges can be found within the 'Fees' section of the School website.
- b. Fee bills are published to the Engage portal prior to the new term. Please see guidance below on parental portal setup and in particular the section on Engage School Account Holder. Instructions on how to access portal bills will follow in due course.
- c. In accordance with your parent contract, all fees must be paid by direct debit. Monthly payments are collected in four equal instalments across the term. Termly fees paid in full by direct debit will attract 2% discount to the net standard fee (*tuition fees less any discounts/awards*) and boarding costs.

2. Direct Debit Collection Dates

Direct debit payments will be collected on the first banking day of each month as below.

Direct Debit Type	Autumn Term	Spring Term	Summer Term
Termly DD	02/09/2024	07/01/2025	01/05/2025
Monthly DD	02/09/2024	07/01/2025	01/05/2025
	01/10/2024	03/02/2025	02/06/2025
	01/11/2024	03/03/2025	01/07/2025
	02/12/2024	01/04/2025	01/08/2025

The direct debit mandate is to be completed as a daybook in the Engage Portal alongside the other joining forms.

3. Deposit

The deposit paid on acceptance of your child's place at Kimbolton is not refundable until your child leaves the School, it is not refunded against the first term's bill.

4. Advance Payment of Fees

Fees paid two years or more in advance are eligible for a discount on the current termly fee. The discount is determined by bank deposit rates. Should you wish to make such an investment, please contact James Mclellan at jmc@kimboltonschool.com for further details.

5. Late Payment of Fees/Failed Direct Debit Collections

2% interest will be charged daily on fee bills not paid by the relevant due date each term until the balance due is settled in full. Failed direct debit collection will incur a £50 charge. The School takes positive action to recover fee debt.

6. Terms and Conditions

The School's current Terms and Conditions were sent to parents by the Registrar along with the offer of the place, your acceptance of which was confirmed when you paid the deposit. Should a further copy be required, then this is available on the School website under 'Parent Contract'.

7. Bursary Opening Hours

The Bursary is open during the following periods:

- a. Term time between 8.30 am and 5.00 pm Monday to Friday.
- b. Out of term: 9.00 am and 4.30 pm Monday to Friday (*closed during Christmas Week*).

Yours faithfully,



Jenny Agnew
Bursar



Kimbolton School – Engage Parent Portal Setup Guidance

The way parent contacts are set up in the Parent Portal will be determined by what information the parents want to see. There are 2 main options as to how parents can be setup in Engage as outlined below, please ensure you select the option that best sets out your family circumstances.

PLEASE NOTE: The Engage School Account Holder (parent) will be identified from the selection made on the completed direct debit mandate.

Joint Parent Contact

- Parents login to a single portal account using one primary email address and password.
- Both parents can see all billing transactions and pupil information regarding their children.
- Parent App shows all billing information.
- Both Parents can have their own email addresses listed for Engage notifications.
- Only one billing account per family (cannot have separate billing accounts per pupil).

Individual Parent Contact

- Only the Engage School Account Holder will see all billing transactions. The other parent will not have sight of any billing information through their portal login.
- Each parent has an individual portal login / parent app providing they have separate email addresses.
- Can facilitate split billing per pupil e.g. parent 1 pays Fees, parent 2 pays Extras.
- Parent App only shows billing information related to the Engage School Account Holder.
- Both parents have full access to the pupil's academic information.
- If using individual accounts, one parent must be nominated as the Engage School Account Holder (even if payment is from a joint bank account.).

Contact with Specific Requirements (not covered above)

- A bill payer other than a parent will not have access to the portal and as such would need to be sent the bill separately where they have signed the contract with the school.
 - Where bill payer is not a party to the school contract, it will be the responsibility of the parent to forward the bills to the payer as the school has no official contract with that party.
 - This would also apply to companies of parents that are paying the bill.
 - Any parents with specific billing requirements not detailed above, should contact us directly to discuss best option for setting up accounts.
 - The parent would need to contact fees@kimboltonschool.com to discuss details in this scenario.
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