



WESTMINSTER COLLEGE

Home Of The Diplomats

FINANCIAL POLICIES - 2010/2011

1. FEE PAYMENT DATES

These fees indicate that the student is entitled to participate fully in all examinations, classes and activities, and are due AUGUST 15 [TERM 1 - CHRISTMAS] DECEMBER 15 [TERM 2 -EASTER] and MARCH 15 [TERM 3 - SUMMER]. The formal school calendar is 180 days and trimesters are observed at 60 days, 120 days and 180 days for Terms 1 -3. **Fees not paid on the due dates will attract an automatic Enrolment Fee.** If a child is an external scholarship recipient, please note that parents and guardians remain liable for fee payments on due dates.

2. TUITION DISCOUNTS

All financial discounts are discretionary and have conditions attached to them. Discounted tuitions in any category not paid by the due date will not be honored and the full fee will be required.

3. REGISTRATION

This fee guarantees the student a space for the Term or Trimester for which application has been processed.

4. ENROLMENT FEE

This fee is due and payable by all students with OVERDUE accounts for the specific Trimester or Term outstanding.

5. SEAT FEE

This **non-refundable** fee is paid annually and guarantees a place for the school year or the first term or year for which application is made.

6. ADMISSION/TESTING FEE

This **non-refundable** fee entitles the application for admission to be processed. All students returning after an absence of two (2) or more terms or trimesters may be re-admitted, if there is space available.

7. EXPULSION/WITHDRAWAL

Fees are not prorated or refunded for students in this category.

8. EXTERNAL/NATIONAL EXAMINATIONS

When being administered, all fees connected to these examinations are payable by parents and guardians when advised, in writing, by the school.

9. EXPLORATIONS/FIELD TRIPS

Parental Consent must be received and when necessary to conclude a practical aspect of a syllabus or unit, these fees are payable in full by the parents and guardians when advised, in writing, by the school.

10. DEVELOPMENT FEE

This fee is received from students entering for the first time, and is used exclusively toward campus development.

Cash payments are not received on premises and tuition payments must be made to the Bank as indicated on the deposit slip. Please note that the school's yellow copy should be returned to the Business Office in order for your child's account to be credited.

Scholastic reports, transfers, certifications or transcripts are only released if all financial obligations to the school are met in full.



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FEE SCHEDULE

ASSESSMENT/ADMISSION FEE.....	\$25.00
ENROLMENT FEE.....	\$100.00
REGISTRATION/SEAT FEE.....	\$100.00
DEVELOPMENT FEE.....	\$500.00
CHALLENGE EXAMINATIONS.....	\$75.00



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