



FAQs about terms and conditions

This document is intended as a guide to understanding the terms and conditions of registration and should not replace the terms and conditions of enrolment document.

1. **What do I have to pay in advance?** To confirm a place with us, the enrolment fee of £250 must be paid as cleared funds. The 'admin fees' must be paid before entry and the first instalment of the tuition fees according to the individual payment plan must be made before entry.
2. **If I pay termly, when are my fees due?** Fees are due two weeks before the beginning of each term, or there are not two weeks between registration and start date, then fees are due immediately.
3. **If I withdraw my child from the College will I receive a refund?** No. If you withdraw after the enrolment fee has been paid, you are liable for all admin fees and at least one term's tuition fee
4. **What if I want my child to leave the College?** If you want your child to leave the college, you must give one, full term's notice of removal. This means you must tell us at least one day before the start of the child's final term. For example, if you want the child to leave at the end of the second term, you must tell us this, in writing, before the start of the second term. If you want the child to leave at the end of the second term, but wait until the second term has started, you will still have to pay for the third term.
5. **If I enrol for an A level course can I leave at the end of the first year?** Yes, but condition above will apply. If you want to leave at the end of the first year, you must tell us in writing before the start of the final term in the first year, otherwise you will still be required to pay the first term of the second year.
6. **If I enrol for a GCSE course do I have to stay for A level?** No, but if you do not want to stay for A level, you have to tell us in writing before the start of the final term of the final year of year 11.
7. **What will happen if I don't pay the fees on time?** Hopefully this won't happen, but we may suspend a student from the school with three days' notice if fees are not up to date
8. **What if my circumstances change and I can no longer pay the fees?** You should discuss this with the principal immediately and it may be possible to come to an arrangement
9. **Will my fees change if I drop a subject?** Dropping a subject eg from three A levels to two may be advised by the college in which case there would be an immediate reduction of the fee. If a request is made by a student or parent, then one full term's notice of the change will be required in writing before the fee is reduced. For example if a student wants to drop a subject and the first term has started, one full term would be the second term and so the fee reduction would be applied for the third term
10. **Who should I ask if I have questions?** Questions about fees can be directed to the principal (principal@acornhousecollege.com) or the finance officer (accounts@acornhousecollege.com)