



CHELTENHAM
LADIES'
COLLEGE

SCHEDULE OF FEES

Academic year 2023/24



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Please note that, in the event of any discrepancy between this document and the Standard Terms and Conditions, the Standard Terms and Conditions prevail.

DEPOSITS AND REGISTRATION FEES

The following fees and deposits are due as part of the admission process:

Registration and Exam fee (non-refundable)	£250
Acceptance fee (non-refundable)	£350
Acceptance deposit for entrants that parents reside within the UK (day)	£1,500
Acceptance deposit for entrants that parents reside within the UK (boarding)	£3,000
Acceptance deposit for all other entrants	£14,000

A place at College is accepted upon receipt of a completed acceptance form, the Acceptance fee and the relevant Acceptance deposit.

For Beale Award applicants: A reduced Registration and Exam fee of £50 is available. The Acceptance fee will be due in full, and the Acceptance Deposit will be pro-rated in line with your award value.



SCHEDULE OF TERMLY FEES

School fees are divided equally across the three terms of the academic year and are applied irrespective of the length of the respective term. This includes the fee for terms when students complete public examinations and may choose to leave before the end of the academic term, when the prevailing tuition and boarding fees for that term apply in full.

DAY PUPILS

	Fees per term
Lower College and Upper College	£9,900
Sixth Form who have transitioned from CLC Upper College	£9,900
Sixth Form new to CLC who have not transitioned from Upper College	£11,300

The day fees include tuition of the curriculum, lunch, some trips and pupils' personal accident insurance. Care for day pupils continues after the end of the school day until 7pm in the evening and is included within the above fees.

Occasional boarding: We offer occasional boarding to allow parents to book a boarding space on an ad-hoc basis on weekdays. The occasional boarding fee is £60 per night which includes supper and breakfast, and can be booked up to a maximum of two nights per week. Availability is limited and is allocated on a first request basis.

Full details are available on request, please email occasionalboarding@cheltladiescollege.org

Transport: College has partnered with other schools in the area to organise minibuses to bring pupils to and from College on a daily basis from surrounding areas. The bus service is chargeable and payments are made direct to the service provider.

Full details of the route and how to book are available from transport@cheltladiescollege.org

BOARDING PUPILS

	Fees per term
Lower College and Upper College	£15,050
Sixth Form who have transitioned from CLC Upper College	£15,050
Sixth Form new to CLC who have not transitioned from Upper College	£16,900

The boarding fees covers the same as day fees, plus the term time provision of accommodation, breakfast, supper and laundry (excluding dry cleaning).

Student visas: Pupils requiring a Child Student Visa will be charged for their Confirmation of Acceptance of Studies (CAS) reference number which is required before you can apply for a Visa. This charge will be in line with the prevailing UK Government student charges for CAS.

Exeat, half term and end of term travel co-ordination: College organises transport to and from airports, details of charges are available on request from transport@cheltladiescollege.org

Other transport to popular destinations are also organised and details can be provided on request.



SIBLING DISCOUNT

College applies a 20% discount to fees of day pupils where they are the third sibling or any subsequent student to the third sibling that have attended College.

College applies a 10% discount to fees of boarding pupils where they are the third sibling or any subsequent student to the third sibling that have attended College.

This discount is applied to the fee before any other discount or awards are applied, eg. bursaries.

College reserves the right to change or remove the sibling discount at any time.

BURSARIES

Our means-tested bursaries are known as Beale Awards, named after our second and longest-serving Principal, Dorothea Beale, who was a pioneer in the education of young women. These awards offer fully or partially funded places to talented girls seeking either boarding or day places at College.

We are committed to educating those whom we believe are likely to flourish here, regardless of their means and these awards take into account both the financial circumstances of an applicant's family and her performance in written entrance tests and interviews.

All Beale Award families are also supported with pro-rated financial assistance towards the additional costs of attending school, such as uniform and co-curricular activities.

Beale Awards are available for entry to Year 7 (11+), Year 9 (13+) and Year 12 (16+), and to families where we can ensure that the fee-paying parent(s) are resident in the UK for tax purposes.

It is expected that parents identify their intention to apply for a Beale Award during the registration process. In addition to submitting a Beale Award Registration Form, we strongly encourage families who are considering applying for a Beale Award to contact the Admissions Department (bursaries@cheltladiescollege.org) well in advance. This will enable our team to support you through your Beale Award application, make you aware of additional steps in this process, and give you the greatest chance of being considered for the funds available.

SCHOLARSHIPS AND AWARDS

CLC offers an exciting and enriching Scholarship Programme with a wealth of opportunities aimed at stretching and developing individual talent for the benefit of the whole community. Being a Scholar is a position of honour at CLC and those who earn the title will play a key role in the life of the school and enjoy the chance to lead and inspire others whilst fulfilling their own potential. Scholarship Awards do not carry fee remission but families can apply for assistance with fees through our Beale Award scheme.

INSURANCES

Details of compulsory and optional insurances available while your daughter is at College are listed below. Please check your fee invoice to ensure you are being charged for the correct insurances, cover cannot be applied retrospectively. We require notice before the commencement of each term if you wish to withdraw from any of the optional insurance schemes. Full details of the cover of all these schemes can be found on the Parent Portal (current parents), within the Enrolment Pack (new parents) or by emailing fees@cheltladiescollege.org.

1. Personal Accident Insurance (compulsory and included)

The termly school fees cover Personal Accident Insurance for your daughter, including emergency dental treatment.

2. Medical Insurance (optional)

This insurance gives your daughter access to treatment and care for eligible conditions in the event that they become unwell. The premium for the academic year 2023/24 is **£126 per term**.

The scheme welcome booklet (available via the routes indicated above) contains a link which will direct you to AXA where you can enrol on the scheme. College will be notified by AXA of your enrolment and your termly invoices will be adjusted accordingly.

3. Personal Effects Insurance (optional)

Personal effects insurance is not included as part of the school fees, and College's insurance does not cover your daughter's personal possessions. College cannot be held responsible for the loss by fire, theft or any other reason of any personal belongings of Pupils. It is therefore important that parents ensure that all uniform and belongings are covered against these risks, either through their own insurance policies, or by opting for Personal Effects Insurance.

The Personal Effects Insurance provides protection for a pupil's personal property 24/7 during the term time and during the journey to and from school at the start and end of each term. The premium for the academic year 2023/24 is **£7.73 per term**.

4. School Fee Remission Insurance (optional)

The scheme provides cover for the return of school fees paid, excluding extras, where a pupil is absent for medical reasons in line with the terms of the scheme. A certificate signed by a recognised medical practitioner must substantiate all claims.

While there is no medical examination required to be able to make a claim, it is a condition of the scheme that, prior to joining the scheme, the family has disclosed all pre-existing medical conditions that may give rise to a claim under the scheme.

The termly premium for the academic year 2023/24 is calculated at 1% of the termly school fee:

	Day	Boarding
For pupils joining CLC as Lower and Upper College, and those continuing into Sixth Form from Upper College	£99.00	£150.50
For new Sixth Form entrants who have not transitioned from Upper College	£113.00	£169.00

EXTRAS

Extras are charged in arrears on a termly basis, and can include subject trips, extra tuition, co-curricular activities, house activities and sundry house expenditure.

The exception to this is student devices which are invoiced in advance. All pupils will be automatically enrolled onto the CLC Digital Device Scheme, the scheme is compulsory for all students and full details of this scheme are sent to all existing and prospective parents.

EXTRA TUITION

Extra tuition can be for the following subject areas:

- Music Lessons (including Alexander Technique)
- Speech and Drama Lessons
- Modern Languages Coaching
- Extra Learning Support

In order to maintain consistency of the cost of the extra tuition, the termly fees cover 10 lessons. However students may receive more lessons in one term due to the length of the term being greater than 10 weeks, and may receive less lessons where the term is shorter than 10 weeks. Over the course of an academic year, a student will receive, and is charged for 30 lessons. In the event that a teacher is unable to provide a lesson in a particular week, every effort will be made to ensure this lesson is caught up, and if it cannot be, the termly charge will be reduced by the number of lessons missed in that term. Please note that if lessons are missed by no fault of the teacher, we cannot guarantee that these lessons will be made up, and under these circumstances, the lessons will still be charged for.

Ordinarily, Music tuition takes place as an individual lesson, with Speech and Drama, and Modern languages taking place as either individual lessons, or as part of groups. If musical instrument hire is required, this is charged at £44 per instrument per term.

The termly rates for the extra tuition for the academic year 2023/24 is as follows:

	30 minute lesson (per term)	45 minute lesson (per term)	60 minute lesson (per term)
Individual	£365.00	£547.50	£730.00
2 pupils	£212.00	£318.00	£424.00
3 pupils	£160.00		
4 pupils	£145.00		
5 pupils	£116.00		
6 pupils	£100.00		

Notice is required in writing to the Head of Department in order to discontinue these co-curricular activities, and the relevant departments will be in touch with you at the start of the academic year to confirm the termly deadlines for cessation of these lessons. A term's fees in lieu of notice will be charged should insufficient notice be provided.

CO-CURRICULAR ACTIVITIES

Various co-curricular clubs and activities are also offered at College, some of which do not carry any extra cost (for example, sports clubs and debating society). Examples of co-curricular activities that do have an additional cost include horse-riding, tennis coaching and dance lessons.

Should you be interested in your daughter taking part of any of these activities that carry a cost, you will receive full details of these activities, including prices for the tuition and transport costs, where applicable.

EXAMINATION FEES

Please note that all public examinations including GCSEs, IB and A Levels are chargeable and will be added to the school invoice. These are charged in the term before the exams are due to be taken. The typical charge is in the region of £45 to £150 per exam.

TRIPS

College fully covers the cost of trips that are mandatory and directly related to the curriculum. College charges for optional trips and formal parental consent will be sought for any trip exceeding £100 in value. For trips below £100 in value, parents will be informed about the trip in advance and this will include notification of the value of the trip.

BOOKSTATION

We have a stationery shop in College ("Bookstation"), where students can purchase both fiction and non-fiction books, books relevant to their studies, and a wide variety of stationery goods, toiletries and greetings cards.

Bookstation is run on a credit basis, if you would like to setup a credit account please notify Bookstation of the termly credit limit you would like set for your daughter. Further details can be requested from bookstation@cheltladiescollege.org. There is a maximum credit limit of £150 per term and the actual amount that is spent during the term is added to the following termly invoice.

There is also an option for pupils to use Bookstation by paying with a debit/credit card, these items will not be added to the fee invoice.

POCKET MONEY

Boarders should have a UK bank account, with a cashpoint card into which parents can pay their pocket money. Please note that houses **will not** hold any cash in house for pocket money. If it is difficult for you to open an account with a UK bank prior to starting at College, the house staff can help to arrange this shortly after your daughter arrives at College.

ADDITIONAL CHARGES TO CONSIDER

Beyond the fees outlined in this booklet, parents should consider the following items which are chargeable either by College, or by an external provider: Uniform (via School Blazer), career guidance, house activities, Duke of Edinburgh Award Scheme, medical treatments as required and other optionally incurred expenditure.

PAYMENT OF COLLEGE FEES

Termly invoices are issued ahead of each academic term and payment is due by the first day of each term. In line with College's Terms and Conditions, interest will be applied on all late payments from the due date, until the date that payment is received. College also reserves the right to suspend the provision of services when payment has not been made.

FEES IN ADVANCE

College offers a fees in advance scheme which provides a discount on fees paid in advance for more than four academic terms, and you can elect to pay for any number of terms beyond this. For a quote or more information on the fees in advance scheme, please email fees@cheltladiescollege.org.

DIRECT DEBIT

Should you wish to pay the termly invoices by direct debit from a UK bank account, please complete and return the direct debit mandate form, which can be found in the new Enrolment Pack or by emailing fees@cheltladiescollege.org, please return this form to the same email. There are no additional charges to pay the school fees by direct debit. Please ensure the direct debit mandate is returned by 31st July to join the scheme for the following academic year.

If two presented direct debit collections fail, College reserves the right to remove the parents from the scheme and payment of the fees will be due immediately as debt.

Termly Direct Debit

Termly direct debits are collected three times per year, on the first day of each term, and will be for the full balance of the termly invoice (fees and extras).

Monthly Direct Debit

Parents can alternatively elect to pay in equal monthly instalments, for the fees and any insurances that you have opted into, less any discounts that are applied to your account. If you elect to pay by monthly direct debit, the fees will be collected in 11 monthly instalments, commencing on 1st September each year. You will receive a schedule of payments in August to confirm the monthly payments. There will be an additional collection on the first day of each term, which will be for the value of extras for the previous term, as detailed on your invoice.



BANK PAYMENT

Payment can be made by direct bank transfer to the College bank account detailed on your invoice. If you would like to confirm the bank details, please do not hesitate to contact the finance team on +44 (0)1242 520691 or by fees@cheltladiescollege.org.

Please ensure that you include your daughter's name or invoice number on your payment to ensure we allocate your payment to your account correctly.

If you are making payments to College from overseas accounts, please ensure that you have covered all bank charges associated with making the payments.

CHEQUE

If you elect to pay the termly invoices by cheque, please ensure the cheque is made out to 'Cheltenham Ladies' College' and sent for the attention of Miss Harriet Bew. Please send the cheque with sufficient time for the funds to clear ahead of the start of term.

Please include your daughter's name or invoice number on the reverse of the cheque so we allocate your payment to your account correctly.

CASH

We are unable to accept any payment in cash.

MONEY LAUNDERING AND SANCTION CHECKING

As you might expect, College has robust policies and procedures in place relating to money laundering and sanctions checks which may be accessed via the Parent Portal.

Before entering into a transaction with a person or organisation with whom we have no prior transactions, we always take reasonable steps to ascertain the identity of the person or organisation. Equally if we receive payments into College from an unexplained third party we will always enquire as to the rationale for this payment and will request additional information to enable us to identify the third party.

We always start with the premise that the individuals from whom we accept funds are no risk; however, it is important we have procedures in place to highlight instances where this may not be the case. College remains committed to detecting and preventing criminal activity and fraud, and we use a third-party database, which clearly flags if an individual is sanctioned.

CYBER CRIME AND PHISHING

Unfortunately schools and parents continue to be targeted by cyber criminals and phishing attacks, therefore we urge parents to be vigilant when receiving requests for changes to bank account details, offers of discounts or refunds that you are not expecting. We always recommend you do not respond to any email that you are unsure of, and we welcome you calling us on +44 (0)1242 520691 and ask to be put through to the Finance Team who can confirm if the email or request is genuine.

College cannot accept any responsibility for payment to incorrect bank details.

MEMBERSHIP OF GUILD

As part of the termly school fee, pupils are automatically enrolled to the Incorporated Guild of Cheltenham Ladies' College, which is the former pupils' association, provided the following conditions apply:

- All fees are paid.
- The pupil has completed six terms in College or are aged 14 or over on leaving, unless the Principal recommends that no invitation to join be extended.





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