

The BRIT School

Charging & Remissions Policy

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INTRODUCTION

The same rules concerning charging apply to The BRIT School as to any other state-funded school. The school would like to make no charge to parents or students for any activity, inside or outside the school, which is relevant to education provision. However, the limits of the school's budget mean that we must make charges for certain activities. This policy outlines those areas and the basis on which some students may be eligible to claim these charges back (remissions). This policy outlines how this system works.

Students accepting a place are advised to seek travel and maintenance assistance from their Local Education Authority; although most LEAs no longer offer this support, some still do so.

Students or parents in receipt of certain recognised benefits as their main or only source of income may apply to The BRIT School for consideration for a Discretionary Award (see Remissions section below). Free school meals are available as in a Local Education Authority school.

CHARGING

Policy

Charges are made for the following, although in many cases the charges do not cover the full cost of the activity:

- a) Peripatetic and instrumental tuition (except for Key Stage 4 students studying a Music or Musical Theatre qualification in School).
- b) Visits outside the school (Theatre, Concert, Exhibition, Film Screening etc).
- c) Residential visit/journeys/exchanges etc. whether they fall in or out of school time.
- d) Completed work projects which students indicate they would like to take home (e.g. garments, radios, model, etc).
- e) Electronic consumables over and above a student's 'allocated entitlement' by the school, other than that for assembling work for his/her Record of Achievement during their career at the school.
- f) Examination entry fees for examinations prepared for at school, where students fail to attend the exam or fail to complete a programme of study for which they have been registered.
- g) Examination fees for non-prescribed examinations or those not recommended by the school for an individual student.
- h) Fees for Awards (e.g. music grades exams, elementary ballet).
- i) Professional or 'extra' contributions to enhance the students' experience (outside 'formal' teaching time).
- j) Curriculum-related visits outside the student's 'formal' teaching timetable eg Theatre/Research/Projects.
- k) Parents and/or students are required to pay fares and any residential component in connection with Work Based/Related Learning.
- l) Costs incurred for any items broken, damaged or defaced as a result of a student's conduct (including accidental damage caused by carelessness).

Procedure

1. General procedure:

All students will be notified in advance of any charges that are to be set for a given activity and they will have, where appropriate, information to take home to their parents/guardians. This will take the form of a letter outlining the activity, what the charge is, when it is to be paid and to whom the money must be given. Students and/or parents/guardian will be expected to make any payments by the stated date. Adequate notice will be given in all cases and no unreasonable demands will be made on any student. When seeking voluntary contributions from parents or students for a particular activity, the school will indicate whether the activity will be prevented from going ahead in the absence of sufficient funds.

2. Procedure for peripatetic lessons:

Students will have the opportunity to elect for peripatetic instrumental, vocal and dance tuition within the constraints of current availability. Students who wish to participate in peripatetic lessons will be invoiced separately for each activity and will be expected to pay in advance.

3. Procedure for making payments:

Payment should be made by presenting the invoice and necessary money to the Box Office, not the organising member of staff. The Box Office will issue a voucher-receipt for each activity. Cheques must be made payable to "The BRIT School". The voucher receipt can then be presented to the organiser of the event or classes, who will record that payment has been made.

REMISSIONS

Policy

Any student or parent/guardian asking for consideration for remission will be expected to have completed a BRIT School Discretionary Award Form, available from Student Services.

The criteria for Discretionary Awards are subject to change, but may include the following:

- a) Students whose parents receive a state benefit as their main or only form of income.
- b) Independent students in the same situation as the parents in (a).
- c) Students from low-income families, which receive no grants, awards or benefits.

BRIT School Discretionary Awards generally take the form of one or more of:

- a) A grant towards travel costs;
- b) Free School Meals;
- c) Remission of the cost of one course of peripatetic lessons.

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The School will attempt to ensure that no student will be prevented by financial hardship from participating in an event, which is considered essential to his/her programme of study. Students will be considered individually, bearing in mind the circumstances of their financial situation and the appropriate application of remission/student support will be considered at the time. However, as a guide, students in receipt of a BRIT School Discretionary Award will generally be asked to pay half of the cost of the event. Please note that this will not apply to items k) and l) above.

Due to the generosity of the BRIT Trust, the School is able to offer remissions on the cost of overseas residential trips for students with family incomes, which are higher than those that entitle students to other Discretionary Awards. The details of the income bands, which will attract this support, and the levels of support available will be made clear in letters inviting students onto the trips in question. This remission is dependent on funding and so may not be available in all years.

Procedure

If a student believes that, he/she might be eligible for a BRIT School Discretionary Award he/she must collect the appropriate Application form from Student Services to be completed and returned by their parents/guardians.

If a student is awarded remission from the fees for one course of peripatetic tuition, they will be informed by letter. This letter should be presented to the Box Office with the relevant invoice and a receipt will be issued for the student to take to the organising co-ordinator.

For other activities, the student or their parent/guardian should approach the organising co-ordinator to inform them that they are in receipt of a BRIT School Discretionary Award. The organising co-ordinator will confirm this with Student Services. After discussion with the student or their parents/guardians, the organising co-ordinator will amend the invoice, which will then be paid at the Box Office in the usual way.