



ALEXANDRA COLLEGE DUBLIN

Alexandra College Fees Terms & Conditions

1. Introduction

Alexandra College is a not for profit fee-paying school. The main source of funding for the school is fees and contributions. In addition to the aforementioned, funding is provided by the Department of Education and Skills towards the hiring of teachers in the Senior School.

The Board of Management operates a development programme to maintain, improve and develop facilities on the campus. All incoming and existing parents are invited to participate in the development programme.

2. Fee Schedule

The current schedule of Tuition and Additional Fees is set out in Appendix A. Please note that there are four boarding fee categories. The boarding fee payable is determined by the residency status and nationality of the student, taking into account the administration and logistics required. The EU is defined as to encompass the EU and EEA member states and Switzerland and Northern Ireland. For additional guidance on the allocation to the correct fee category please refer to the link in Appendix C.

3. Acceptance of Fees Terms & Conditions

Acceptance of an offer of enrolment in Alexandra College implies acceptance of these Fee Terms & Conditions, the College Mission and Ethos Statement, the Admissions Policy and the College Code of Behaviour.

4. Application fee

A non-refundable application fee of €150 is payable on submission of an Application for Enrolment. This administration charge is towards the administrative cost of processing an application, and includes applications in respect of any sisters that apply subsequently to Alexandra College. Consideration by the College of an Application for Enrolment is subject to payment of the application fee.

5. Deposit

- a. Offers for places will be communicated to the parents/guardians of those to whom a place has been allocated. The offer will include a Confirmation of Acceptance Form which must be completed and returned together with a deposit to be received no later than the date indicated in the Annual Admissions Notice or in the offer letter. Any offer of a place is subject to payment of the deposit.

- b. The deposit charged is €1,000 for a day student and €1,250 for a boarder.
- c. The Principal retains discretion to increase the level of deposit required in advance of a place being confirmed for a student.
- d. Once a place is offered, accepted and the deposit is paid, if it is decided, for whatever reason, that the student will not be taking her place, the deposit paid is non-refundable.

6. Offset of Deposit

- a. The deposit is offset against the student's final fee invoice.
- b. If a student is enrolled for only one (1) year and the school has been notified of this at the time of enrolment, the deposit will be returned at the end of the academic year provided that all fee accounts have been settled.
- c. If the decision is taken to remove a student from Alexandra College, it is required that the fee payer give one (1) term's notice in writing to the Principal. In addition, an email must be sent to either of the following email addresses, for Senior School seniorschoolstartersandleavers@alexandracollege.ie or for Junior School juniorschoolstartersandleavers@alexandracollege.ie.
- d. If the fee payer does not provide the required notice to remove their daughter(s) from Alexandra College, they will be charged one (1) term's 'fees in lieu of notice'. Their deposit is offset against the 'fee in lieu' of notice.

7. Application to move from a boarding place to a day place

- a. If a parent wishes for a boarding student to be moved to a day place, application must be made in writing to the Principal.
- b. Subject to a day place being available in the relevant year, the fee payer will be charged a fee equivalent to the difference between the day fee and the relevant boarding fee for one full school year (three terms) to be paid before the student takes up a day place.

8. School Fees

School fees for the coming academic year are set by the Board of Management in May each year, or at such other time as the Board deems convenient. Any changes are then notified to parents.

9. Family Discounts

When two or more daughters of the same family are attending the College simultaneously, a 10% discount will apply to all core school fees (excluding optional music or sport items) for the second and each subsequent daughter(s) enrolled in the College. The discount is not applicable to families who are in receipt of a scholarship and/or bursary.

10. Direct Charges and Optional Extras

Fee statements will include a number of direct charges and optional extras including but not limited to:.

a. Extracurricular activities

Our wide range of clubs, teams, classes, groups and activities offer students the chance to try new things and pursue their interests. All extracurricular costs are charged separately from and in addition to College fees. The fee run for additional extras is processed in September of each academic year.

b. English as an Additional Language (EAL) Classes for International Students in the Senior School

There is a fixed charge of €1,300 for students attending English as an Additional Language (EAL) classes. It will be for the school to decide whether your child requires English as an Additional Language (EAL) support. It is at the discretion of the school to decide when a student should exit the EAL programme.

c. Personal pupil insurance

- i. A fee of €8 will be charged per student, per year for personal injury 24-hour cover.
- ii. It is the responsibility of the fee payer to ensure that all personal equipment belonging to the fee payer/student, e.g. musical instruments, bicycles, mobile phones are covered under their own home insurance policy as accidental damage is not covered under the College's Insurance Policy.
- iii. The College is not responsible or liable for the repair/replacement to personal belongings.

d. The Charitable Donation Scheme

Under the Revenue Charitable Donation Scheme, the College can claim a refund of tax paid on a donation from an individual if that individual donates €250 or more in a year and completes the form CHY3 set out at Appendix D and returns the completed form to the College. The form is valid for five years.

11. Payments

- a. All fee invoices will be sent out by email in June proceeding the relevant school year.
- b. A supplementary billing run is carried out in September of each year to capture fees due from students who were not on the College's register in June, and any extracurricular charges such as music & drama arising since June.
- c. A statement of account, and any additional invoices required, will be provided to parents in January of each year.
- d. The College requires that all fees are paid:
 - i. in full in advance of the commencement of each academic year, or
 - ii. in specified instalments by SEPA Direct Debit during the academic year.

- e. The SEPA Direct Debit is a facility only available within the EU banking system. All fee payers living outside of the EU must pay fees in full in advance of the start of the academic year.
- f. A credit of €500 will be applied to each account that pays core fees and direct charges in full by 31 July of the relevant year. The early payment discount is not applicable to families who are in receipt of a scholarship, bursaries and/or grants.
- g. If a student whose family is not resident in Ireland signs up for 5th Year, two years' fees must be paid in advance. All 6th Year students must sit the Leaving Certificate examination.
- h. Where fee payers pay in advance for academic years for which the fees have not yet been set by the Board of Management, an additional 2% will be applied per annum in line with the current policy of fee increases. If the estimated fee increase is not implemented a refund will be given. If the fee increase is above 2%, the fee payer will be liable for the additional fees.
- i. Cash will not be accepted as a method of payment.
- j. Both parents/guardians and, where applicable, agencies are jointly and severally liable for any fees and charges issued and balances outstanding.

12. Direct Debit Payment Dates

- a. Payments by direct debit may be made either in two instalments or in eight instalments over 9 months.
- b. The direct debit schedule may change from year to year and is set out at Appendix B below.
- c. If a direct debit fails the fee payer will be notified in writing by the school. The fee payer is then required to pay the amount of the last direct debit payment immediately by another method: cheque or bank draft.
- d. The fee payer is liable for any bank charges as a result of the failed direct debit and an administration charge of €100.
- e. A fee payer who chooses to pay fees by direct debit is required to complete the SEPA Direct Debit Form at Appendix C. Please complete by no later than 8th July. This applies only to those signing up to the mandate for the first time or if bank details submitted previously have changed.

13. Collections Policy

- a. If fees are not paid in accordance with sections 11 and 12 the College will apply the following collections process:
 - i. Stage 1 – 1 week after the due date - Email.
 - ii. Stage 2 – 1 week after Stage 1 - Phone Call
 - iii. Stage 3 – 1 week after Stage 2 - Letter 1
 - iv. Stage 4 – 10 days after Stage 3 - Letter 2
 - v. Stage 5 – 1 week after Stage 4 - Phone Call to arrange to meet Parent
 - vi. Stage 6 - Letter 3: Do Not Return (DNR)
 - vii. Stage 7 – Dealing with returning students who have been issued with a DNR letter.

- b. Under exceptional circumstances, alternative payment schedules may be agreed for families experiencing temporary financial difficulties. Alternative payment schedules are only valid when they have been discussed and agreed with the Chief Financial Officer and when written confirmation of the amended payment schedule and terms have been received by the College from the fee payer.
- c. If there are balances outstanding at the end of the academic year, the College reserves the right to withhold the student's report until the account has been settled in full.
- d. If there are balances outstanding at year end and no written commitment to an agreed payment plan has been made by the debtor and received by the College, the fee payer will be sent a final reminder and informed that if no alternative payment proposal is made and agreed, the account will now pass to a debt recovery agency.

14. Absence from School

Fee refunds will not be made in respect of students who, for any reason, are absent during the school year.

15. School Terms

There are three (3) terms in the College year:

Term 1: September to Christmas

Term 2: January to Easter

Term 3: Post Easter to End of Year

16. Online payments

Fee payers will be informed of any other miscellaneous charges, as and when they arise. Fee payers are required to pay for these charges on our website, using the online payments portal.

17. Enquiries

Please contact the accounts team at accounts@alexandracollege.ie with any questions.

I/we accept and agree to comply with Alexandra College's Fees Terms & Conditions. We are/I am ultimately liable for all tuition and service fees, regardless of invoice recipient.

Date:

Parent / Guardian:

Signature:

Schedule of Fees 2022/2023

Senior School

Senior School Fees

Day Pupil	€7,992
5 Day Boarder (includes day fee)	€18,991
7 Day Boarder – Domestic (includes day fee)	€20,141
7 Day Boarder – EU (includes day fee)	€21,289
7 Day Boarder – Non EU (includes day fee)	€24,409

Direct Charges

Parents Association (ACA)	€20
Pupil Insurance	€8
The Alexandran Yearbook	€30
Transition Year (Trips etc.)	€650
English Classes for International Students	€1,300

Optional Extras

Musical Instrument (Solo)	€1,200
Musical Instrument (Shared)	€600
Singing (Solo)	€1,200
Singing (Shared)	€600
Speech & Drama (Shared)	€600
Voluntary Development Contribution	€300
Alex Alumnae Lifetime Membership (6th Year)	€100

Schedule of Fees 2022/2023

Junior School

Preschool Fees

ECCE Scheme	€2,547
Non ECCE Scheme	€4,998

Junior School Fees

Preparatory Department (KGLr/KGUpr/J1)	€7,567
Junior School (J2 - J6)	€8,211
5 Day Boarder (includes day fee)	€18,934
7 Day Boarder - Domestic (includes day fee)	€20,116
7 Day Boarder - EU (includes day fee)	€21,265
7 Day Boarder - Non EU (includes day fee)	€24,385

Direct Charges

Junior School - Stationery Fee	€65
Homework Diary (J1 - J6)	€7
Spellings for Me (J2 - J6)	€9.50
Parents Association (JACA)	€20
Pupil Insurance	€8
The Alexandran Yearbook	€30

Optional Extras

Musical Instrument (Solo)	€1,200
Musical Instrument (Shared)	€600
Musical Instrument - 30 mins (J1 - J4) (Piano only)	€900
Musical Instrument (Group)	€300
Singing (Solo)	€1,200
Singing (Shared)	€600
Ballet (Preschool/KGLr/KGUpr)	€220
Book Club (J3 - J4)	€220
Chess Club (J2 - J6)	€220
Club Gaeilge (J1 - J4)	€220
Debating (J4 - J6)	€220
Extra Hockey (J3 - J4)	€220
Multisport (J5)	€220
Playball (Preschool/KGLr/KGUpr/J1)	€220
Public Speaking (J5 - J6)	€400
Religion Classes (J1)	€65
Religion Classes (J2 - J4)	€220
Religion Classes (J5 - J6)	€110
RockJam (J1 - J6)	€220
Spanish (J1 - J6)	€220
Speech & Drama (J2 - J6)	€400
Speech & Drama (KGLr/KGUpr/J1)	€220
Tennis (J1 - J6)	€220
Voluntary Development Contribution	€300



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Schedule of Direct Debit Payments for 2022/2023 Academic Year

Below are the dates for the direct debit deductions from your nominated account

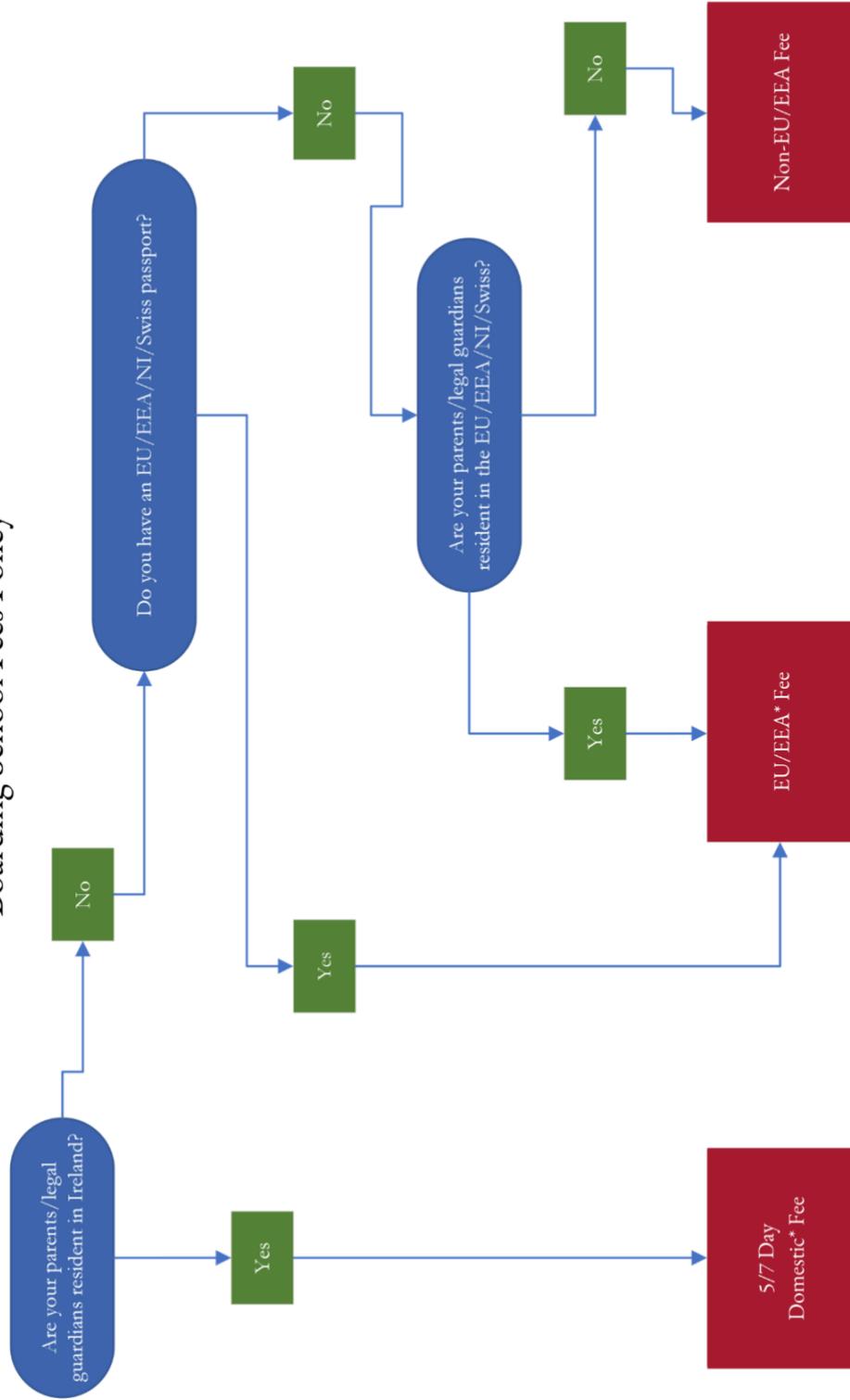
Termly payers (Two Direct Debit Collections)

5 August 2022
1 December 2022

Monthly Payers (Eight Direct Debit Collections)

5 August 2022
1 September 2022
3 October 2022
1 November 2022
1 December 2022
1 February 2023
1 March 2023
3 April 2023

 **ALEXANDRA COLLEGE**
DUBLIN
Boarding School Fees Policy



*EU/EEA includes Switzerland and Northern Ireland
*Domestic means that parents are resident in Ireland

Appendix D – SEPA Direct Debit Form

Note to existing parents – only complete this form if your bank details have changed



SEPA Direct Debit Mandate

Unique Mandate Reference Alexandra Account Code
To be completed by Alexandra College

By signing this mandate form, you authorise (A) **Alexandra College** to send instructions to your bank to debit your account and (B) your bank to debit your account in accordance with the instructions from **Alexandra College**
 As part of your rights, you are entitled to a refund from your bank under the terms and conditions of your agreement with your bank.
 A refund must be claimed within 8 weeks starting from the date on which your account was debited. Your rights are explained in a statement that you can obtain from your bank.

Please complete all the fields marked *

Creditor's name	A L E X A N D R A C O L L E G E
Creditor identifier	I E 3 I S D D 3 0 1 8 2 3
Creditor address	M I L L T O W N
City	D U B L I N
Post Code	D U B L I N 6
Country	I R E L A N D

Type of payment * Monthly Payments (8 instalments) or Twice yearly Payments (2 instalments)

Debtor Name *

Debtor Address *

City *

Post Code *

Country *

Debtor account number – IBAN *

Debtor bank identifier code – BIC *

Date of signature * D | D M | M Y | Y

Signature(s)

Please sign here *

Please return this mandate to the Creditor

Student name(s): _____



TAX RELIEF FOR DONATIONS TO ELIGIBLE CHARITIES AND OTHER APPROVED BODIES

This form should be completed by donors who are **individuals**.

In completing Form CHY3 (Enduring Certificate) for a period of 5 years, you should **not** complete Form CHY4 (Annual Certificate) for any tax year within that period in respect of the same Charity / Approved Body. (see guidance notes)

COMPLETE IN BLOCK LETTERS

Name of Donor:

PPS Number (PPSN):

Address (incl. Eircode):

Phone No.:

Email Address:

Name of eligible charity or other approved body (hereinafter referred to as an approved body):

First tax year to which this certificate applies:

I understand the following,

1. This certificate is valid for the above tax year and each of the four following tax years, unless I notify the approved body of its cancellation.
2. The approved body may apply to the Revenue Commissioners for tax relief in respect of my donations during the lifetime of this certificate and any tax repaid to the body cannot be claimed by me, or repaid to me, or to any other approved body.
3. I grant permission to the approved body to use my PPSN for the purpose of claiming tax relief on my donations during the lifetime of this enduring certificate or a renewed enduring certificate.
4. I must advise the approved body immediately of any change in my circumstances that would affect the body's entitlement to claim tax relief in respect of my donations.
5. I must be resident in the State for each tax year in which I make a donation.
6. A donation, or donations, must amount in aggregate to at least €250 in a tax year and be in the form of money and / or designated securities and that tax relief will not apply to the aggregate of my donations to an approved body or bodies in a tax year in excess of €1,000,000.
7. Neither I, nor any person connected with me, can receive a benefit from the approved body in consequence of making a donation.
8. A donation cannot be subject to a condition as to repayment nor can it be conditional on, or associated with, the acquisition of property by the approved body other than by way of gift, from me or a person connected with me.
9. The amount of my aggregate annual donations to an approved body (or bodies) with which I am associated (see Notes) will be restricted to an amount equal to 10% of my total income for the tax year in question and tax relief will not apply to any donations in excess of that amount.
10. I must pay income tax and / or capital gains tax for any tax year in which I make donations of an amount equal to the income tax on the grossed up amount of the donations in order for the approved body to receive a refund of tax (see Notes).

Please tick the box if you are associated with the approved body named in this certificate (see Notes)

You are associated with an approved body if at the time you make a donation you are an employee or member of the body, or of another approved body which is associated with the body.

Signature:

Date:

PLEASE FORWARD YOUR COMPLETED CERTIFICATE TO THE APPROVED BODY

Guidance Notes for completion of Enduring Certificate CHY3

Section 848A of the Taxes Consolidation Act (TCA) 1997 provides for tax relief in respect of charitable donations by self-assessed or PAYE taxpayers. This tax relief is provided to the approved body rather than to the donor. It relates to donations made from 1 January 2013.

For the purposes of the Charitable Donations Scheme (CDS) a donation is grossed up at the rate of 31%. The approved body is deemed to have received the grossed-up amount net of tax deducted.

It is important to note that a donor is not entitled to a repayment of any part of the tax that has been repaid to the approved body under this scheme. This includes claims for tax relief for medical expenses. See example.

Example

Joan makes a cash donation of €1,000 to an approved body in the tax year 2018. Under this scheme the body is deemed to have received a donation of €1,449.27 (€1,000 grossed up at 31%) less tax deducted of €449.27.

On the assumption that Joan has paid income tax for 2018 of at least €449.27, the approved body can obtain a refund of that amount. This can be claimed after the end of the tax year 2018.

The amount repaid to an approved body cannot exceed the amount of tax paid by the donor for the year in question. If Joan's income tax liability for 2018 is €350, and she has paid this amount, the repayment to the approved body is restricted to that amount.

Joan is not entitled to a repayment of any part of the tax that has been repaid to the approved body.

1. Approved bodies

The following are approved bodies for the purposes of the scheme of tax relief for donations:

- an eligible charity, i.e. any charity which is authorised by the Revenue Commissioners to operate this tax relief scheme;
- educational institutions or bodies including primary, second level or third level, as described in Part 1 of Schedule 26A TCA 1997;
- a body approved for Education in the Arts by the Minister for Finance as described in Part 2 of Schedule 26A TCA 1997;
- a body to which section 209 TCA 1997 applies.

A list of resident and non-resident charities authorised for the purposes of the CDS is available at:

<https://www.revenue.ie/en/companies-and-charities/charities-and-sports-bodies/charitable-donation-scheme/index.aspx>

2. Completing an Enduring Certificate

You should complete an CHY3 Enduring Certificate if you wish to allow an approved body to claim tax relief in respect of donations to that body during the lifetime of the certificate. You can complete this form in respect of some or all of the approved bodies to which you make donations. This certificate is valid for a period of five years. You can cancel it before the end of that period. There is no obligation to complete a CHY3 certificate in respect of your donations.

3. Renewal and cancellation of Enduring Certificate

The approved body may contact you about renewal of your certificate. Alternatively, you can advise the body in question to renew it. If you wish to cancel your certificate you must notify the approved body. You must advise the approved body of any change in your circumstances that would affect its entitlement to claim tax relief in respect of your donations.

4. Thresholds for tax relief purposes on the amounts donated

There are some limits in place for tax relief purposes.

- a donation to any one approved body must, for tax relief purposes, be in the form of money and / or designated securities*.
- the donations must amount in aggregate to at least €250 in a tax year;
- the aggregate of donations to an approved body or bodies in any tax year from 2013 onwards cannot, for tax relief purposes, exceed €1,000,000;
- if you are associated with an approved body, or bodies, the amount of your donations to that body, or bodies is for tax relief, limited to an amount equivalent to 10% of your total income. It should be noted that these limits apply solely for the purposes of tax relief on your donations. They do not impose any restrictions on the amount you can donate to an approved body.

*Designated securities are quoted shares and debentures.

These limits apply solely for the purposes of tax relief on your donations. They do not impose any restrictions on the amount you can donate to an approved body.

5. Association with an approved body

You are associated with an approved body if at the time you make a donation you are an employee or member of that body, or of another approved body associated with the former. One approved body is deemed associated with another if it could reasonably be considered that:

- the activities carried on by both bodies are or can be, directed by the same person or by broadly the same group or groups of persons, or
- the same person or broadly the same group or groups of persons exercise or can exercise control over both bodies.

You should advise the approved body of any changes to your association with that body during the lifetime of your certificate.

The aggregate of your donations in a tax year to all approved bodies with which you are associated cannot exceed 10% of your total income for that year. The amounts of those donations exceeding the 10% limit are not considered relevant donations. Tax relief is not available on that excess amount.

Further Information

You can obtain further information on the Charitable Donations Scheme from:

Revenue website <https://www.revenue.ie/en/companies-and-charities/charities-and-sports-bodies/charitable-donation-scheme/index.aspx>

Telephone: 01 738 3680

Email using MyEnquiries service available in ROS or [myAccount](#)

The information in this document is provided as a guide only and is not professional advice, including legal advice. It should not be assumed that the guidance is comprehensive or that it provides a definitive answer in every case.

The Revenue Commissioners collect taxes and duties and implement customs controls. Revenue requires customers to provide certain personal data for these purposes and certain other statutory functions as assigned by the Oireachtas. Your personal data may be exchanged with other Government Departments and agencies in certain circumstances where this is provided for by law. Full details of Revenue's data protection policy setting out how we will use your personal data as well as information regarding your rights as a data subject are available on our [Privacy](#) page on www.revenue.ie. Details of this policy are also available in hard copy upon request.