



BRAMBLETYE

REGISTRATION FORM

To: The Registrar, Brambletye, Lewes Road, East Grinstead, West Sussex RH19 3PD.

Surname of Child:

Given Names of Child:Boy/Girl

Date of Birth: Nationality: Religion:

PARENTS' DETAILS:

Father:

Mother:

Title:

Surname:

First Name:

Address:

.....

.....

Postcode:

Telephone (H):

Telephone (W):

Mobile:

Fax Number

Email:

Occupation:

Please ensure that any changes to the above information are notified to the school as soon as possible.

Name of last school.....

For which Term/Year is entrance desired?

Day Pupil, Boarder, or Pre-Preparatory Department.....

Next School(s) for which child has been entered.....

How did you hear of Brambletye?.....

Registration Fee £50 (Cheque payable to Brambletye School Trust Ltd.)

*Please ensure that the declaration overleaf is signed **by both parents** before submission*

CONDITIONS OF ENTRY AND UNDERTAKING BY PARENTS OR GUARDIANS

School Fees

The basic school fees are payable each term in advance, on or before the first day of term, when any other charges and disbursements incurred during the previous term are also due and payable.

Refundable Deposit

A refundable deposit and confirmation payment is required, usually fifteen months before the start of the child's entry to the main school. The amount of this deposit will not exceed 10% of the current boarding fees except that, if neither parent / guardian is subject to the laws of the United Kingdom and Northern Ireland, the deposit that is required to be paid will be the equivalent of the current termly boarding fees. The deposit will be retained by the school until refunded against the disbursements and extras in the child's final term.

Notice of Fee Increases

The Governors intend to give at least a term's notice of any variations in school fees or other charges, but they reserve the right to make variations on giving such reasonable notice as they may from time to time decide.

Withdrawal / Removal of a child

Withdrawal of a child after the acceptance of a place prior to admittance will incur the following penalties

- a. If the withdrawal is notified to the Headmaster **after** the start of the term prior to the term of entry a full term's fees in lieu of notice net of any deposit paid will be payable to the School.
- b. If the withdrawal is notified to the Headmaster **before** the start of the term prior to the term of entry, any deposit paid will be forfeited.

After entry to the school a **full and clear** term's notice of the withdrawal of a pupil must be given in writing to the Headmaster; this means that any such written notice must be received by the Headmaster **before** the start of the term at the end of which the child is to be withdrawn. In the absence of such notice, basic school fees and any extra fees which involve the hiring in of peripatetic staff for the following term are payable in lieu of notice.

If, in the opinion of the Headmaster it is considered necessary in the interests of the pupil or the School, to require the removal of that pupil, there will be no refund of fees for the balance of the term during which such a removal is effected. Unless the removal is because of non-payment of that or any previous term's(s') fees, there will not be a liability for a term's fees in lieu of notice.

Interest Charges and Costs and Late Payment of School Fees

Where any school fees or charges are not paid by the due date, the Governors reserve the right to charge interest monthly on overdue accounts at 2% above the Lloyds TSB Bank base rate. Any change in personal circumstances, which may inhibit the payment of fees by the due date, must be notified to the Bursar of the School without delay.

The Governors will not permit children to return to the school at the start of a new term when fees remain unpaid from the previous term. Furthermore, children are not permitted to sit the Common Entrance examination in their final term when fees for that term remain unpaid.

All costs incurred by the School in the collection of unpaid fees including administrative costs and any costs and disbursements paid to solicitors or agents acting on behalf of the School, will be recoverable in full.

Medical

The School's medical procedures as regards to pupils will be detailed in full by the School medical staff on entry. The Headmaster reserves the right to authorise any medical or surgical procedure in loco parentis where he considers that any delay in obtaining parents' or guardians' authority will put the pupil at risk.

No remission of fees will be made for a pupil's absence from school through illness or injury.

UNDERTAKING AND DECLARATION BY BOTH PARENTS OR GUARDIANS

NAME OF CHILD(REN) _____

I/We have read and agree to be bound jointly and severally by the terms of the above conditions, the School Prospectus and any such School rules and regulations which I/We may reasonably be expected to be aware of.

I/We agree jointly and severally to pay to the school all fees and other appropriate charges in respect of the attendance of the child(ren) named above at Brambletye School. I/We confirm that we have noted and accept the requirements as regards to notice of withdrawal.

I/We confirm that all fees and other sums payable to the last school attended by the above named child(ren) have been, or will be, paid before entry to Brambletye.

I/We undertake to inform the Headmaster immediately in writing of any court order or other legal instrument in respect of the parenting of the above named child(ren).

Signed _____
 Name _____
 Date _____

Signed _____
 Name _____
 Date _____