

PLEASE NOTE

1. Cheques to be made payable to 'Cargilfield School'. No receipt will be issued unless specifically requested and a stamped addressed envelope enclosed.
2. **Fees are payable in advance and are due by the first day of term. The Headmaster may be unable to receive back a child for the following term whose account is still unsettled. A surcharge of 2% per month will be made on overdue accounts.**
3. A deposit of £400.00 will be charged on the first term's account for any child joining the school). This, less any amount then due to the school, is repaid at the end of the final term.
4. Anyone wishing to pay fees monthly by Direct Debit is asked to contact the school office for further details.
5. Queries relating to this account should be sent to the school, together with the whole sheet.
6. **A FULL TERM'S NOTICE IN WRITING MUST BE GIVEN TO THE HEADMASTER BEFORE THE REMOVAL OF A BOY OR GIRL FROM THE SCHOOL. FAILING SUCH NOTICE A FULL TERM'S FEES ARE PAYABLE.**
7. Half a term's notice in writing must be given to the Headmaster if it is intended to change from two-weekly boarding to weekly boarding or from weekly boarding to day, or the fee differential for half a term paid in lieu thereof.
8. Insurance: no application can be entertained for remission of any fees where a boy or girl is absent from school owing to illness. Parents are recommended to cover themselves against the risk of loss through this cause by joining the scheme of insurance arranged by the school.

All pupils are included within a Personal Accident Insurance Scheme at no additional premium as the basic premium has been incorporated within the current fee structure.
9. If your address has changed please let the office know as soon as possible.