

Fees Payment Policy

1 Purpose and Scope

This policy covers the payment terms for all fees payable in respect of all activities and services at Ambitious about Autism, including fees for pupils at TreeHouse School, fees for learners at Ambitious College and Ambitious Support and for training, consultancy and other services. It also covers the provision of “late payment fees” and annual payment discount.

Experience in recent years has been that in general commissioners and other clients pay fees promptly and that whenever there have been delays, we have been able to obtain reasons and follow up to ensure that monies are received. However, there may be occasions where payments are delayed and Ambitious about Autism reserves the right to apply late payment fees in those circumstances. Discretion will be exercised where the situation merits it. The Charity also wants to encourage prompt and early payment.

2 The Process

Unless otherwise agreed, the due date for fees is the first day of the pupil/learner starting at TreeHouse School/Ambitious College and the first day of each subsequent term. In relation to fees for all other services, these fees will be due in accordance with the provisions of that particular service and are due 30 days after the invoice date (unless stated otherwise). Any fees outstanding after the due date will be defined as “late fees”.

The National Association for Independent & Specialist Schools (NASS) National Contract contains the provision that:

‘The Provider shall have the right to make late payment charges in line with current legislation when payment is not made within 30 days of invoice receipt (para 3.2.2).

Consequently, Ambitious about Autism has applied the provisions of the Late Payments Commercial Debt Act 1998 (subsequently amended) and charges interest at the current rate* on amounts received after the due date, together with compensation for collecting late payment**. This applies to all services provided by Ambitious about Autism.

Any commissioner paying the full annual fees for either TreeHouse School or Ambitious College by the first day of the school/college year will receive a 1% discount on the fee.

* the rate is set at 8% above the Bank of England's base rate, at the start of each calendar year. (taken from www.late-payment-law.co.uk)

** between £40 and £100 according to amount due.

Name of Policy:	Fees Payment Policy
Contractual/Non-Contractual	
Date last approved	April 2016
Policy reviewed by	
Date to be reviewed	April 2017
Responsibility of which ELT member	Director of Finance
Type of Policy	Finance