

## 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 (AaA) and Ambitious about Autism School's Trust (AaAST), including fees for pupils at TreeHouse School, The Rise School, fees for learners at Ambitious College 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 AaA and AaAST reserve the right to apply late payment fees in those circumstances. Discretion will be exercised where the situation merits it. Prompt and early payment is encouraged.

### 2 The Process

Unless otherwise agreed, the due date for fees is the first day of the pupil/learner starting at The Rise/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, AaAST and AaA have 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 AaAST and AaA.

\* 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](http://www.late-payment-law.co.uk))

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

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