



## Headfort School

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# Financial Regulations

Effective January 2026

### Executive Summary

At Headfort School we believe transparency is fundamental to the establishment of trust between our families and the school, and we understand and honour, the significant investment that parents make when choosing our school for their child.

The Headfort Trust, the Governors of our school, work to ensure that each year, our families, and prospective families understand the financial obligations associated with learning and boarding at the School, and work to ensure the affordability of our unique school through sound fiscal management.

What follows is the articulation of our Financial Regulations for the academic year 2026 – 2027. Within this document you will find our;

- Terms and Conditions
- Tuition Fees
- Parent Agreement
- Enrolment Agreement

# 1. Terms & Conditions

By enrolling your child in Headfort School parents agree to comply with the terms and conditions and the schedule of fees described in these Financial Regulations.

These Financial Regulations supersede all former financial agreements between the parties. Parents/guardians who wish to apply for a place for their child(ren) may do so by following the application process

## 1.1 Application Fee (new applicants only)

A non-refundable Application Fee of €150 payable on submission of an application for enrolment. This administration charge is towards the administrative cost of processing an application.

## 1.2 Capital Levy Fee (new applicants only)

Offers for places will be communicated to the parents of those to whom a place has been allocated.

The offer will include the Consolidation Form which must be completed and returned together with the Capital Levy Fee to be received no later than the date indicated. Any offer of a place is subject to payment of both the Application Fee and the Capital Levy Fee.

Please note, the Capital Levy Fee is a one-time payment, upon enrolment.

The Capital Levy Fee is €850 for a day student and €1,500 for a boarder. This fee enables the School to continue the development of the campus and improvement of the unique, incomparable environment that is Headfort School. The fee is designed to improve our technological systems, safety enhancements and upgrade our facilities. At Headfort this fee is dedicated to projects that have a lasting value and benefit the students and our entire community over time.

Once a place is offered, accepted and the Capital Levy Fee is paid, if it is decided, for whatever reason that the student will not be taking their place, the Capital Levy Fee paid is non-refundable.

# 2. Tuition Fees

At Headfort we work hard to keep our fees in an affordable framework for our families. Our Annual Tuition Fees included:

- Recruiting and retaining high quality educators
- Operational and learning resources
- All additional educational materials; subscriptions, licenses, computer software

Other fees which are not defined in the Tuition fee above, are defined under 'Other Fees.'

## 2.1 Payment of Tuition Fees

The School understands that parents require flexibility and choice in their payment of fees. The School provides four options for families in support of this flexibility.

- a) 100% upfront payment for the full academic year (8% discount per child)
- b) 60% August Payment. 40% January Payment (4% discount per child)
- c) Termly Payment – Three payments per year (current payment structure)
- d) Instalment Plan

For information on an optional instalment plan with an administration charge of 2%, please contact the Finance Office at [accounts@headfortschool.com](mailto:accounts@headfortschool.com). No refund of fees will be issued regardless of absences due to family, public or other holidays, illness or accident, as well as in the event Headfort is forced to close temporarily due to circumstances beyond the school's control.

In the event that a student is permanently excluded from the school, we will not grant any refunds for services due or already rendered.

Parents are responsible for complying with all financial matters, regardless of the billing address. All invoices are due according to the terms stated on each invoice. Where both parents have signed the enrolment agreement, the school expects that payment of tuition fees is the responsibility of both signatories.

## 2.2 Administrative Charge

An administrative charge of €500 will be applied in case a student is withdrawn after having confirmed her/his re-enrolment for the upcoming academic year.

# 3. Fee Schedule

## 3.1 Early Withdrawal

Early withdrawal must be made in writing with a notice period of one term. Students' withdrawal must be confirmed in writing to both [accounts@headfortschool.com](mailto:accounts@headfortschool.com) and [admissions@headfortschool.com](mailto:admissions@headfortschool.com)

## 3.2 Late Payments and outstanding debt

- 3.2.1 A late payment charge of 2% per month will be applied to any past due balance beyond the invoice date.
- 3.2.2 If monthly instalment payments are not received by the due date set out, Headfort reserves the right to set due the full amount.
- 3.2.3 Headfort has the right to refuse entry to class and refusal access to end of year reports and transcripts of students if payment remains outstanding following two written reminders.

## 3.3 Tuition Fee Remission

Headfort may grant a limited tuition fee remission to students in exceptional circumstances for one year only. Remission requests can only be considered after completion of a student's first year at Headfort, and upon a meeting with the Head of School.

The deadline for applying for a tuition remission for the full school year or the Autumn semester is 31 May; the deadline for applying for a tuition reduction for the Winter / Spring semester is 31 October.

## 3.4 Data Protection

Headfort may collect data relating to enrolment and tuition. It respects the European general data protection regulations and will treat that information confidentially. In case of an unpaid invoice, third parties may be engaged by Headfort for the recovery of any outstanding fees and costs. For this purpose, Headfort reserves the right to forward the necessary personal data to the relevant third-party.

## 3.5 Insurance

Parents/guardians must maintain health, accident and liability insurance for each child enrolled at Headfort.

## 3.6 Amendments

Headfort reserves the right to amend these Financial Regulations and the Schedule of Fees as deemed necessary.

The Schedule of Fees is updated on a yearly basis, upon approval by the Headfort Trust.

### 3.7 Schedule of Fees 2026 – 2027

	<b>Fee</b>	<b>One- time payment</b>	<b>Conditions</b>
<b>3.7.1</b>	<b>Application Fee</b>	€150	One-time fee, non-refundable, see section 1.1
<b>3.7.2</b>	<b>Capital Levy Fee</b>	€850 D €1500 B	One-time fee, non-refundable, see section 1.2 (Boarder)
		<b>Annual Fee</b>	
<b>3.7.3</b>	<b>Tuition Fee</b>		
3.7.4	<b>Early Years</b> Junior Infants to Second Form	€7,600	Incl. morning Snack and Lunch
3.7.5	<b>Junior Years</b> Third Form & Fourth Form	€9,500	Incl. Lunch and Snacks (AM & PM)
3.7.6	<b>Senior Years</b> Fifth Form to Senior One	€9,700 €22,100 €25,900	Day Student 5-Day Boarding Student (Form 4 and above) 7 Day Boarding Student (Form 4 and above)
3.7.7	<b>One Term Only*</b> Fifth Form to Senior One <small>*Full Administrative &amp; Capital Levy Fee</small>	€8,650	Term One: Autumn Term Two: Spring Term Three: Summer
3.7.8	<b>Non- EU</b>	€30,150	7 Day Boarding Student (Form 4 and above)

# 4. Other Fees

## 4.1 Other Fees invoiced separately

Annually the school provides opportunities for students to participate in sports and science tournaments, excursions and incursions.

Annually a payment of €200 will be charged with the first invoice for fee payment for all students from Junior Infants to Senior One. A further charge of €50 applies to cover the cost of athletics equipment and the renewal of sporting equipment each year for students in Form 3 and above.

We are proud of our Boarding Programme and the home away from home we create for our students. In order to arrange excursions, weekend adventures, and to ensure the students feel the comforts of home, there is an annual Boarding Fee of €1000.

Included in this fee is:

- Weekend Activities
- New Bedlinen for international students at the start of the school year
- Movie Nights and in-school boarding activities
- Upgrades to equipment

## 4.2 The Extras Programme

Information pertaining to our Extras Programme can be found on [our website](#), and will be updated each term.

# 5. Agreements

## ENROLMENT AGREEMENT

By completing and signing this section, we agree to and will comply with the Terms and Conditions described in these Financial Regulations 2026-2027. Where possible, signatures of both Parents are required.

It is important for parents to understand that by signing jointly the enrolment agreement of Headfort School, there is joint responsibility for the payment of all invoices, unless otherwise stated in court ordered custodial arrangements.

Student(s) Name(s)	
Parent (1)	Signature (1)
Parent (2)	Signature (2)
Place	Date (Day / Month / Year)

## PARENT AGREEMENT

As a parent at Headfort School, I commit to the parameters articulated in all policies which govern the school. In signing this financial regulation, I acknowledge that I have read and understood the Behaviour Expectations Framework, the Anti-Bullying policy, and the Mission, Vision and Core Values of Headfort.

I commit to positive participation and engagement with the school, in the spirit of its long history in Ireland, and in its commitment to building a strong community centred on the students whose success we are centred on.

SIGNATURE:

NAMES:

DATE: