



Registration Form

Child's Surname _____

First names in full _____ Boy/Girl
(Please underline the name by which the child is called)

Date of birth _____ Nationality _____ Religion _____

Parent's details

Father Surname and title: _____ Mother _____

First names in full _____

Date of birth _____

Occupation _____

Address: _____

Home telephone number _____

Mobile telephone number _____

Business telephone number _____

Email address _____

Fax No _____

Proposed term of entry _____ Name of previous school _____

Next school(s) for which child has been entered _____

Name and address of guardian (if applicable) _____

- I/we would like to enter my child to Ashdown House.
- I/we understand that fees are due and payable in advance and not later than the first day of each term and that a term's notice must be given in writing to the headmaster before the removal of a child from the school.
- **A non refundable registration fee of £50 (payable to The Cothill Educational Trust) should be returned with this form. A further deposit (currently £1,000 for a first child, £500 for siblings) which acts as confirmation of entry will be asked for three terms before proposed entry.** This will be refunded at the end of the child's last term, but not in the event of a withdrawal after confirmation of entry.

Signature _____ (father) Signature _____ (mother)

Date _____ Date _____

Standard terms and conditions

1. Admission

The parents/guardians of the prospective pupil confirm that all sums payable to the last school attended by their child have been, or will be paid, before he/she takes up the place that has been offered.

2. School Fees

- a) All fees are payable in advance on or before the first day of the term for which they are due. Disbursements made on the pupil's behalf are payable in arrears at the same time. A fully detailed invoice is presented soon after the end of each term.
- b) A full term's notice in writing is required before the removal of a child; in default of this a term's fee will be charged. Similarly, a term's written notice is required for a child to give up music lessons, or a full term's fee will be charged.
- c) Inevitably fees tend to rise annually. The final decision on the following year's fees is usually made at the Lent term Governors' Meeting, held in March, and parents are notified soon afterwards.
- d) In case of absence for all or part of a term the full fee is payable.
- e) Emergency medical expenses such as Specialists' fees, Hospital and Nursing Home charges, where these are not covered by the National Health Scheme, will be added to the next term's bill.
- f) In addition to the above, parents will be charged for any external examinations, whether academic or musical, purchases made on the child's behalf and any school trips or outings.

3. Some Methods of Paying the Fees

- a) Payment by cheque. Cheques should be made payable to THE COTHILL EDUCATIONAL TRUST. For bank transfers the school's bank account details may be obtained from the Bursar or the School Office.
- b) Payment by Composition Fees. A scheme is in existence whereby parents are invited to pay some or all of the fees in one lump sum. Such payments may be paid at any time, providing a firm vacancy is guaranteed. Full details of this scheme may be had from the Bursar.
- c) School Fees Funding Plan. A leaflet giving details of an accredited scheme is available from the Bursar.

4. Medical

The schools' medical procedures with 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.