



LEICESTER GRAMMAR SCHOOL TRUST

SCHOOL FEES REMISSION SCHEME

The School Fees Remission Scheme ("SFRS") is a Scheme by which parents of pupils at LGS may be able to receive a refund of school fees if their child misses school because of ill health. (Note: this scheme is not offered at LGJS or Stoneygate schools.)

In order to participate in the SFRS, parents are required to pay a termly premium, which is automatically added to the termly bill. If a parent prefers not to participate in the scheme, they should contact the LGS Finance Department and the SFR premium will not be added to any future bills.

The premium for the SFRS is currently 1.5% of school fees.

Making a claim

A claim for reimbursement of fees can be submitted if a pupil has missed five or more consecutive days of lessons due to ill health.

In order to make a claim, parents should first request a copy of the SFRS claim form (this is available from the LGS Finance Department). The form should be completed by the GP or other medical practitioner who has been treating the pupil. The doctor is asked to confirm in writing the reason for the pupil's absence from school.

The completed form is returned, by the parents, to the LGS Finance Department.

Parents are asked to note that school fees will not be reimbursed under the SFRS for absences caused by illnesses or conditions which predate the pupil joining LGS.

Reimbursement of fees

Fee remission is calculated according to the percentage of annual term days which the pupil has missed. E.g. if school fees for the term in question are £4,343 and there are 174 teaching days during the full academic year and the pupil has missed 5 days of school, fee remission would be calculated as follows:

$$((£4,343 \times 5) / 174) \times 5 = £374.40 \text{ repayable to the parent}$$

Note: if the pupil receives a fee discount (e.g. a bursary, scholarship, sibling discount), the value of the daily fee remission is reduced accordingly.

When the claim has been approved, the parents are contacted confirming the value of the fee remission. This will usually be credited to the pupil's account. If the rebate results in the account being in credit and you would prefer to receive a cheque or bank transfer for the value of the fee remission, please inform the LGS Finance Department.