



May 2025

Dear Parent,

We look forward to welcoming you to Kimbolton School in September 2025. Regarding payment of the School fees, please find below details of how and when payments are to be made.

1. Fee Invoices and Payment

- a. Tuition and other fee invoices are raised at the start of each term. Kimbolton School issues two termly invoices, one comprising of tuition fees, boarding charges, music lessons, bus passes and any other fees payable in advance. The second invoice contains chargeable disbursements relating to the previous term. Details of these charges can be found within the 'Fees' section of the School website.
- b. Fee invoices are published to the Engage portal prior to the new term. Please see guidance below on parental portal setup and in particular the section on Engage School Account Holder. Instructions on how to access portal bills will follow in due course.
- c. In accordance with your parent contract, all fees must be paid by direct debit. Monthly payments are collected in four equal instalments across the term. Termly fees paid in full by direct debit will attract 2% discount to the net standard fee (*tuition fees less any discounts/awards*) and boarding costs.

2. Direct Debit Collection Dates

Direct debit payments will be collected on the first banking day of each month as below.

Direct Debit Type	Autumn Term	Spring Term	Summer Term
Termly DD	01/09/2025	06/01/2026	01/05/2026
Monthly DD	01/09/2025 01/10/2025 03/11/2025 01/12/2025	06/01/2026 02/02/2026 02/03/2026 01/04/2026	01/05/2026 01/06/2026 01/07/2026 03/08/2026

The direct debit mandate is to be completed within the daybook section of the Engage Portal alongside the other joining forms.

3. Deposit

The deposit paid on acceptance of your child's place at Kimbolton is not refundable until your child leaves the School, it is not refunded against the first term's bill.

4. Advance Payment of Fees

Fees paid two years or more in advance are eligible for a discount on the current termly fee. The discount is determined by bank deposit rates. Should you wish to make such an investment, please contact James McClellan at jmc@kimboltonschool.com for further details.

5. Late Payment of Fees/Failed Direct Debit Collections

2% interest will be charged daily on fee invoices not paid by the relevant due date each term until the balance due is settled in full. Failed direct debit collection will incur a £50 charge. The School takes positive action to recover fee debt.

6. Terms and Conditions

The School's current Terms and Conditions were sent to parents by the Registrar along with the offer of the place, your acceptance of which was confirmed when you paid the deposit. Should a further copy be required, then this is available on the School website under 'Parent Contract'.

7. Bursary Opening Hours

The Bursary is open during the following periods:

- a. Term time between 8.30 am and 5.00 pm Monday to Friday.
- b. Out of term: 9.00 am and 4.30 pm Monday to Friday (*closed during Christmas Week*).

Yours faithfully,



Jenny Agnew
Bursar

Kimbolton School – Engage Parent Portal Setup Guidance

Individual Parent Contact

- Only the Engage School Account Holder will see all billing transactions. The other parent will not have sight of any billing information through their own portal login, however accounts can be linked for viewing purpose on request.
- Each parent has an individual portal login providing they have separate email addresses.
- Parent Portal only shows billing information related to the Engage School Account Holder.
- Both parents have full access to the pupil's academic information.
- One parent must be nominated as the Engage School Account Holder (even if payment is from a joint bank account.).

Contact with Specific Requirements (not covered above)

- A bill payer other than a parent will not have access to the portal and as such would need to be sent the bill separately where they have signed the contract with the school.
- Where bill payer is not a party to the school contract, it will be the responsibility of the parent to forward the bills to the payer as the school has no official contract with that party.
- This would also apply to companies of parents that are paying the bill.
- Any parents with specific billing requirements not detailed above, should contact us directly to discuss best option for setting up accounts.
- The parent would need to contact fees@kimboltonschool.com to discuss details in this scenario.

The Engage School Account Holder (parent) will be identified from the selection made on the completed direct debit mandate within the daybook section.
