



- 1 A statement of your account will be sent out before the beginning of each term. The statement will include a breakdown of the expenses incurred and you will be asked to make a payment to restore your Child's deposit to £1,000 for the start of term. If your Child's deposit account falls below £250.00 Guardians UK can request a top up payment to this account at anytime during the school term. All prices are inclusive of VAT where applicable.
 - 2 **All fees are payable in GBP sterling before commencement of each term.** Guardians UK cannot accept responsibility for a child/student or ask the host Family to do so until payment has been received. Any bank charges due must be paid by yourself.
 - 3 Service Fee: This covers the cost of the services we provide for your Child.
 - Representing your child's needs, both academic and welfare, through good communication with the School.
 - Providing help, support and counselling, including termly visits to your child at School, and attending meetings and school functions
 - All travel arrangements to and from school at the beginning and end of term, exeat weekends and half-term.
 - Arranging holiday courses.
 - Arranging host family accommodation as required during holiday periods and at other times..
 - A complete placement service to other schools at each step of your child's education.
 - Settling into the school, supervising purchase of school uniform, special requests (e.g. music lessons), managing pocket money.
 - Visa applications and renewals, including attendance at embassies as required.
- By offering the above service we hope to get to know your son/daughter personally and to provide the best possible support at all times.
- 4 Deposit: This money will be used to pay for your Child's expenses in the UK, eg:
 - Travel expenses, We can make arrangements as required
 - Host family accommodation charge
 - Pocket money
 - Police registration fee for your Child, as required
 - Visa renewal fee for your Child, as required
 - 5 Other Expenses: You will be charged separately for other expenses as they arise, for example:
 - School uniform
 - Extra tuition, music lessons, school extras
 - Holiday course fees
 - 6 The balance of the deposit will be refunded when the contract comes to an end.