

## **Enrolment and Fee Policy**

### **Overview**

ETIA Academy is committed to delivering exceptional educational experiences for students aged 5 to 11 through our online platform and live lessons. Our objective is to cultivate a supportive and intellectually stimulating environment conducive to optimal learning outcomes. This document outlines our enrolment procedures and fee structure in detail.

### **1. Registration Fee:**

To secure a place for your child at ETIA Academy, a non-refundable registration fee of £125 is required. This fee is essential for covering administrative expenses related to the enrolment process, including enrolment verification, access to the learning platform, and the initial distribution of educational materials. This fee must be submitted at the time of enrolment; it is important to note that it is separate from the termly fees and does not contribute to future charges.

### **2. Tuition Fee :**

At ETIA Academy, we are committed to making high-quality education accessible through flexible and affordable payment options. Our fee structure is designed to accommodate a variety of family needs, offering choice and value without compromising on educational excellence.

1. **Monthly Plan** – £180 per month for 10 months (total: £1,800 per year). This plan includes auto-billing and provides access to all lessons and learning materials, as long as payments remain up to date.
2. **Termly Plan** – £525 per term (three terms per year), totalling £1,575 annually. This option allows families to pay at the beginning of each term without committing for the full year in advance.
3. **Annual Plan** – £1,575 as a one-time payment for the entire academic year. This plan offers the best value and is ideal for families seeking a simple, cost-effective solution.

EDUCATION TAILORED TO THE INDIVIDUAL, ALWAYS

We are also pleased to offer a **5% sibling discount** for families enrolling more than one child with us.

This fee is applicable at the commencement of each term and encompasses the following services:

- Curriculum Access: Students will receive a robust, age-appropriate curriculum aligned with established educational standards.
- Learning Materials: High-quality digital resources, including e-books and interactive assignments tailored to the learning objectives outlined for each term.
- Live Lessons: Continuous access to qualified educators who provide guidance, constructive feedback, and support throughout the term to enhance student engagement and achievement.
- Extracurricular Activities: Opportunities for participation in optional extracurricular programs, including virtual clubs and workshops designed to enrich the learning experience.

### **3. Payment Terms:**

- Registration Fee Payment: The registration fee must be submitted during the enrolment process to secure a place; enrolment will not be finalised until this payment is received.
- Tuition Fee Payment: The termly fee is due prior to the commencement of each term. Families have the options listed above.

### **4. Discounts and Financial Assistance:**

ETIA Academy is dedicated to ensuring that quality education remains accessible to all families. To support this objective, we offer:

- Siblings Discount: Families enrolling more than one child may be eligible for a 5% discount on the termly fee applicable to additional enrolments.
- Financial Assistance: Families experiencing financial difficulties are encouraged to contact our administrative office to discuss possible options for support, which may include payment plans or partial scholarships.

### **5. Refund Policy:**

The refund policy is established as follows:

- The registration fee of £125 is non-refundable under any circumstances.
- Should a student withdraw from the Academy prior to the commencement of the term, the fee paid will be refunded in full. No refunds for the termly fee will be issued once the term has begun, as instructional resources and services will have already been allocated.

### **6. Changes to Fees:**

ETIA Academy reserves the right to review and adjust the fee structure as necessary, based on operational requirements and enhancements to educational offerings. Parents and guardians will be informed of any changes at least 30 days in advance to allow for appropriate financial planning.

ETIA Academy appreciates your commitment to your child's education and values your trust in our institution. Our enrolment and fee policies are designed to promote transparency and clarity regarding financial obligations. Should you have any inquiries or require further information, please do not hesitate to contact our administrative team at [info@etiaacademy.co.uk](mailto:info@etiaacademy.co.uk). We are dedicated to supporting you and your child's educational journey.

Thank you for selecting ETIA Academy. We look forward to collaborating with you in fostering your child's growth and development.