



British International Remote School (BIRS)

Fees, Payments & Refund Policy

Academic Year 2026–2027

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Classification: Official School Policy — Consolidates the former Tuition Fees Policy and Student Withdrawal & Refund Policy into a single document.

1. Purpose

This Fees, Payments & Refund Policy sets out the fee structure, payment arrangements, financial responsibilities, and withdrawal and refund conditions associated with enrolment at the British International Remote School (BIRS) for the Academic Year 2026–2027.

This policy ensures that fees, payment plans, and refund rules are communicated clearly and transparently to families while supporting BIRS's commitment to maintaining high-quality British curriculum delivery, qualified teacher-led live instruction, consistent academic support, sustainable class structures, and reliable online learning provision.

All fees stated in this policy are quoted and payable in Great British Pounds (£).

2. Scope

This policy applies to all BIRS students enrolled during the Academic Year 2026–2027 across Key Stage 2 (Years 3–6), Key Stage 3 (Years 7–9), and Key Stage 4 (Years 10–11), and to all parents and guardians responsible for tuition fee payments.

It covers: tuition fee schedules; payment plans; discounts and special arrangements; payment obligations; late payment; what fees include and exclude; student withdrawal procedures; refund eligibility; programme cancellation by BIRS; and transfer arrangements.

PART 1 — FEES AND PAYMENT

3. Guiding Principles

3.1 Educational Quality and Sustainability

Tuition fees are set to ensure that BIRS can maintain a high-quality British education model through qualified teacher delivery, structured live lessons, academic monitoring, learning support provision, appropriate class sizes, and continued investment in digital learning systems.

3.2 Transparency and Fairness

BIRS aims to provide families with a clear understanding of the cost of the educational programme, what tuition fees include, available payment options, and applicable discounts and conditions. All families are treated fairly under published policies. Any exceptional arrangements must be approved by BIRS Management.

3.3 Annual Commitment Model

BIRS operates on an academic-year commitment model. Families enrolling at BIRS are committing to a planned educational programme for the full academic year. Tuition fees are calculated based on annual teaching requirements, staffing commitments, timetable structure, academic support services, and operational costs. This approach allows BIRS to maintain stable staffing and consistent learning provision throughout the academic year.

4. Tuition Fee Structure

BIRS offers structured tuition programmes across Key Stages 2, 3 and 4. The published annual tuition fees for the Academic Year 2026–2027 are:

Programme	Year Groups	Annual Tuition Fee
Key Stage 2	Years 3–6	£2,000
Key Stage 3	Years 7–9	£2,950
Key Stage 4	Years 10–11	£3,250

All published fees represent the standard annual tuition fee before any approved discounts. BIRS reviews fees annually to ensure that tuition remains aligned with educational quality, qualified teaching provision, learning support requirements, technology investment, and operational sustainability.

Any individual retention arrangements, exceptional support measures, or confidential family agreements are managed separately by BIRS Management and do not form part of this published policy.

5. Payment Plans

BIRS provides families with flexible payment options: the Annual Payment Plan and the Termly Payment Plan. In exceptional circumstances, BIRS Management may approve a Monthly Payment Plan for individual families where there is a justified need; this is not a standard entitlement and requires prior approval.

5.1 Annual Payment Plan (Recommended Option)

Tuition fees are paid in full before the beginning of the academic year; the student's place is secured for the academic year; families receive a 5% annual payment discount compared with the standard payment structure; administrative processing is simplified.

5.2 Termly Payment Plan

Fees are payable before the start of each academic term; payment deadlines must be respected to maintain enrolment; the annual payment discount does not apply; failure to maintain payments may affect access to lessons and school services.

5.3 Monthly Payment Plan (Exceptional Approval Only)

Payment terms are agreed individually; a security deposit may be required; payments must be made by the agreed due dates; approval does not create a general right for future enrolment periods.

6. Discounts and Special Pricing

Discounts are applied to tuition fees only and do not apply to examination fees, optional activities, additional learning services, or registration/administrative charges unless specifically stated.

6.1 Annual Payment Discount

Families selecting the Annual Payment Plan receive a 5% discount on the applicable annual tuition fee. This cannot be combined with other percentage-based discounts unless explicitly approved by BIRS Management.

6.2 Sibling Discount

Recommended structure: second child receives a 5% discount; third and subsequent children receive a 10% discount. Only one sibling discount may apply per student unless otherwise approved, and sibling discounts cannot normally be combined with other promotional or special discounts.

6.3 Special Arrangements and Management Approval

Any exceptional arrangements — including temporary payment support, individual fee adjustments, retention support measures, or hardship considerations — must be approved by BIRS Management. Such arrangements are confidential between BIRS and the individual family, do not create a precedent or entitlement for other families, and are reviewed on a case-by-case basis.

7. Tuition Fee Payment Terms

Annual Payment Plan: full payment is due before the start of the academic year, with the discount applied before invoicing; the student's place is confirmed once payment requirements are completed.

Termly Payment Plan: fees are payable before the beginning of each academic term; continued enrolment is subject to payments remaining up to date.

Monthly Payment Plan: payments must be made according to the agreed schedule; a refundable security deposit may be required; missed payments may result in temporary suspension of access to lessons and online learning systems. Monthly arrangements are reviewed annually and must be approved again for any future academic year.

8. Late Payment Policy

Where payments are overdue, parents/guardians will receive a payment reminder, and BIRS may contact families to agree a resolution plan where appropriate. Continued non-payment may result in restriction or suspension of access to live lessons, online learning platforms, and school services. Persistent unpaid fees may result in withdrawal of the student place in accordance with this policy.

Full details of registration fees, invoicing, and the late payment administration charge are set out in the BIRS Tuition Fees, Invoice Process & Payment Instructions guide provided at enrolment.

9. What Tuition Fees Include

9.1 Academic Delivery

- Scheduled live lessons according to the approved timetable.
- Qualified Teacher-led instruction.
- Learning Coach support where included in the programme structure.
- Morning Registration and student attendance monitoring.
- Curriculum delivery aligned with the British National Curriculum.

9.2 Academic Support

- Teacher guidance and academic feedback.
- Standard assessments and progress monitoring.
- Communication regarding student academic development.
- Access to the BIRS Virtual Learning Environment (VLE).

9.3 Student Learning Experience

- Personalised timetable.
- Academic induction and onboarding support.
- Access to required online learning systems.
- Guidance on effective online learning practices.

10. What Tuition Fees Exclude

Unless specifically stated, tuition fees do not include: external examination entry fees; examination centre fees; textbooks or optional learning materials purchased by families; optional educational activities, trips or events; additional private tutoring outside the agreed programme; and specialist services not included within the student's package. Families will be informed separately of any additional costs before they become payable.

11. External Examination Fees

For Key Stage 4 students, external examinations such as IGCSE examinations are not included within tuition fees. Parents/guardians are responsible for examination entry fees, examination centre charges where applicable, and any

additional examination-related costs. Further detail is set out in the BIRS Examinations / Access Arrangements Policy.

12. Class Activation and Minimum Enrolment Requirements

Classes are subject to minimum enrolment requirements. Before the beginning of the academic year, BIRS will review enrolment levels and timetable viability. Where a class does not meet the required minimum number of students, BIRS reserves the right to delay the start of the class, combine classes where academically appropriate, adjust the timetable, or cancel the class where necessary. Families will be informed as early as reasonably possible. In the unlikely event that BIRS cancels a confirmed programme before commencement and fees have already been paid, families will receive an appropriate refund of payments made for that programme.

PART 2 — WITHDRAWAL AND REFUNDS

13. Student Withdrawal Procedure

13.1 Formal Withdrawal Request

All withdrawal requests must be submitted in writing by the parent or legal guardian to contact@thebirs.co.uk, and must include: student full name; current Key Stage/year group; parent/guardian name; intended final date of attendance; and reason for withdrawal. Verbal notification or informal communication with teachers does not constitute official withdrawal notice.

13.2 Withdrawal Date

The effective withdrawal date is determined according to the date the written request is received, the applicable notice requirements, the student's payment plan, and any outstanding financial obligations. BIRS will confirm acceptance of the withdrawal request in writing.

14. Payment Plan and Withdrawal Conditions

14.1 Annual Payment Plan

- Annual tuition fees are payable before the beginning of the academic year unless an alternative arrangement has been approved in writing.
- A 14-day cooling-off period applies from the student's first day of service or enrolment confirmation, whichever is later.
- Withdrawal requests received within the cooling-off period may qualify for a refund subject to deductions for services already provided and applicable non-refundable fees.
- After the cooling-off period has expired, annual tuition fees are normally non-refundable, except as considered under Section 18 (Exceptional Circumstances).

14.2 Termly Payment Plan

- Term fees are payable before the beginning of each academic term.
- Once a term has started, tuition fees for that term remain payable and are normally non-refundable.
- Withdrawal before a future term begins may prevent liability for that future term, provided the required notice period has been met.
- Any outstanding fees must be settled before withdrawal is considered complete.

14.3 Monthly Payment Plan (Exceptional Approval Only)

Approval of a monthly payment arrangement is discretionary, does not create an automatic entitlement for other families, and does not change BIRS's general fee commitment principles. Families approved for monthly payments must comply with the agreed payment schedule and withdrawal conditions communicated at the time of approval.

15. Refund Eligibility Upon Parent/Guardian Withdrawal

BIRS does not provide automatic refunds following withdrawal. Each request is assessed according to the applicable payment plan rules.

15.1 Annual Payment Plan Refund Rules

Within the cooling-off period, BIRS may refund tuition fees paid, less the value of educational services already delivered (pro-rata), any applicable non-refundable fees, and any third-party costs already committed on behalf of the student. After the cooling-off period, annual tuition fees are normally non-refundable, reflecting the discounted nature of the Annual Payment Plan and the commitments BIRS has made in allocating staff, timetable places, and resources.

15.2 Termly Payment Plan Refund Rules

Tuition fees for the current term are non-refundable once the term has commenced. Withdrawal before the start of a future term may prevent liability for that term if the required notice has been provided, and fees already paid for a future term may be refunded where withdrawal has been properly submitted before the applicable deadline.

15.3 Monthly Payment Plan Refund Rules

Monthly fees are payable according to the agreed schedule; fees for a month already commenced are normally non-refundable; withdrawal must follow the agreed notice conditions; any outstanding balance remains payable.

16. Non-Refundable Fees and Charges

The following are normally non-refundable: the new student enrolment fee once the place has been reserved; the annual re-enrolment fee once confirmed for the following academic year; fees relating to services already delivered (completed live lessons, academic support, assessments, administrative processing, platform access); and third-party costs already paid or committed by BIRS (examination registrations, external assessment fees, specialist licences, purchased educational resources).

17. Programme Cancellation or Significant Changes by BIRS

BIRS reserves the right to review programme delivery arrangements where operational circumstances require (e.g. insufficient enrolment, inability to maintain a viable class, unexpected staffing issues). BIRS will always aim to provide reasonable notice and communicate directly with affected families.

17.1 Cancellation Before Programme Commencement

Families will receive a full refund of tuition fees paid for that programme and any programme-specific fees, excluding non-recoverable third-party costs where applicable.

17.2 Cancellation After Programme Commencement

BIRS will offer either a pro-rata refund based on the unused proportion of tuition fees remaining, or an alternative arrangement (transfer to another suitable BIRS programme, timetable adjustment, or alternative academic provision), agreed individually with the family.

18. Exceptional Circumstances

Requests for exceptions outside the standard refund rules may be considered in cases such as serious long-term medical circumstances, bereavement of an immediate family member, significant unforeseen family circumstances, or other exceptional situations considered appropriate by BIRS Management. Families may be asked to provide supporting documentation such as medical evidence. All exceptional requests are reviewed individually by BIRS Management, with possible outcomes including partial refund, transfer of fees to a future programme, credit towards future study, or adjustment of payment arrangements. Approval of an exceptional request does not establish a precedent. The decision of BIRS Management is final.

19. Refund Request Process

Refund requests must follow the formal withdrawal procedure in Section 13 and be submitted in writing to contact@thebirs.co.uk, including student full name, year group/Key Stage, parent/guardian contact details, date of request, intended final date of attendance, reason for withdrawal, and any supporting documents.

BIRS will acknowledge receipt and aims to respond within five (5) business days where sufficient information has been provided. Where a refund is approved, it will normally be processed within fifteen (15) business days, using the original payment method, with any deductions clearly explained. Refunds cannot be processed where outstanding balances remain.

20. Student Transfer Arrangements

Where appropriate, BIRS may consider transfer between Key Stages, change of programme, change of payment arrangement, or temporary deferral, subject to availability, academic suitability, timetable capacity, and fee differences where applicable. Transfers are not automatic and require approval from BIRS Management. In exceptional circumstances, BIRS may consider transferring fees or providing credit towards a future academic period; such arrangements are reviewed individually, are not guaranteed, and require written approval.

21. Class Viability and Operational Changes

The continuation of classes depends on student numbers, staffing availability, curriculum requirements, and operational sustainability. Where enrolment levels or operational circumstances affect the viability of a class, BIRS reserves the right to combine classes, adjust timetables, modify delivery arrangements, or offer alternative academic solutions, communicating any significant changes with affected families as early as reasonably possible.

22. Parent, Guardian and BIRS Responsibilities

Parents and guardians are responsible for reviewing this policy before enrolment, selecting an appropriate payment plan, providing accurate enrolment information, paying fees according to agreed deadlines, submitting withdrawal requests correctly and on time, and informing BIRS promptly of changes affecting the student's ability to continue. Failure to follow withdrawal procedures may result in continued fee liability.

BIRS is responsible for providing clear information regarding fees and withdrawal conditions, applying this policy fairly and consistently, communicating decisions clearly, maintaining accurate financial records, and protecting student and family information in accordance with applicable data protection requirements.

23. Data Protection

BIRS collects and processes personal and financial information in accordance with applicable data protection requirements, including UK GDPR principles, used only for legitimate school purposes such as enrolment administration, invoicing, payment processing, and financial record keeping. Personal information will not be shared with third parties unless required by law, necessary for legitimate school operations, or authorised by the parent/guardian.

24. Relationship with Other Policies

This policy should be read together with the BIRS Admissions Policy, BIRS Attendance Policy, and BIRS Terms and Conditions. Where policies overlap, the most specific policy relating to the situation will apply.

For practical payment mechanics — including accepted bank transfer details, invoicing steps, proof-of-payment requirements, the registration fee, the late payment administration charge, and payment deadlines — please refer to the BIRS Tuition Fees, Invoice Process & Payment Instructions guide, provided directly to families as part of the enrolment process.

25. Policy Review

This policy will be reviewed annually by BIRS Management to ensure that it remains financially sustainable, clear for families, aligned with operational requirements, and consistent with good educational practice. Any significant changes to fees, payment arrangements, or refund conditions will be communicated to current families before taking effect.

26. Contact Information

For enquiries regarding fees, payment arrangements, withdrawal, or refunds, families may contact:

- British International Remote School (BIRS)
- Email: contact@thebirs.co.uk
- Telephone: 0208 191 3630
- Website: www.thebirs.co.uk

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