



Mill Hill

**Instilling values, inspiring minds**

Grimsdell | Belmont | Mill Hill School | Mill Hill International

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Mill Hill School

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Acceptance & Fee Payer  
Form

# ACCEPTANCE FORM

## Pupil Details

Surname	<input type="text"/>
Forename(s)	<input type="text"/>
Ethnicity	<input type="text"/>
Nationality	<input type="text"/>

## Admission Details

Proposed date of admission	Year <input type="text"/>	September <input type="checkbox"/>	January <input type="checkbox"/>	April <input type="checkbox"/>
Proposed Course	Fourth Form (Year 9, 13+) <input type="checkbox"/>	Remove (Year 10, 14+) <input type="checkbox"/>	Sixth Form (Year 12, 16+) <input type="checkbox"/>	
Type of place	Boarding <input type="checkbox"/>	Weekly Boarding <input type="checkbox"/>	Day <input type="checkbox"/>	

## Parents' / Legal Guardian's Details

### Parent 1

Full name and title

Home address (Please include country and complete postal/Zip code)

<input type="text"/>	Postal / ZIP Code
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Work telephone  Home telephone

Mobile  Email

### Parent 2

Full name and title

Home address if different from above (Please include country and complete postal/Zip code)

<input type="text"/>	Postal / ZIP Code
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Work telephone  Home telephone

Mobile  Email

### Legal Guardian

Full name and title

Home address if different from above (Please include country and complete postal/Zip code)

<input type="text"/>	Postal / ZIP Code
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Work telephone  Home telephone

Mobile  Email

1. Do both parents have parental responsibility for the child? Yes  No
2. Do both parents agree that the child should attend the School? Yes  No
3. Is there anyone else whose consent to the child coming to the School is required? Yes  No
4. Is it proposed that anyone other than the parents will pay or guarantee payment of the fees? Yes  No

Please provide details in a covering letter if you answered NO to questions 1 or 2, or if answered YES to questions 3 or 4.

If both parents do NOT live at the same address

Who does the child live with? Parent 1  Parent 2  Both

To whom should correspondence be sent? Parent 1 only  Parent 2 only  Copies to both

To which parent should invoices be sent? Parent 1 only  Parent 2 only  Copies to both

Please note that both parents will be party to the contract and jointly and severally liable for all fees, whatever arrangement is agreed with the School as to receipt of correspondence and/or invoices.

### Second Emergency Contact

If only one person is to sign this Acceptance Form, the School requires you to complete the details below for a second person whom you authorise us to contact in an emergency.

By signing this Acceptance Form, you confirm that the second emergency contact has agreed to act in that capacity.

Full Name

Address

Relationship to child

Telephone number

### Special Circumstances

Please inform the School in a covering letter if:

- The child has any known medical conditions or physical or mental health problems or allergy;
- The parents are separated or divorced;
- Any person named in this form expects to change address during the next twelve months;
- There are any Court Orders in relation to the child, for example as to parental responsibility, residence, contact, prohibited steps, specific issues or periodical payments; or in relation to the parents if either parent is a discharged bankrupt or subject to an individual voluntary arrangement;
- The child may be unable to play a full part in the games and co-curricular curriculum of the School.

## Declaration

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- Disabilities & Learning Difficulties:** I/We have already provided details of any learning difficulty or disability giving rise to a special educational need (for example dyslexia, dyspraxia, attention deficit disorder, visual or hearing impairment or any condition requiring use of a wheelchair). I/We attach in confidence details of any relevant information received subsequently.
- Medical Conditions and Dietary Requirements:** I/We have already provided details of any medical conditions or dietary requirements. I/We attach in confidence details of any relevant information received subsequently.
- I have read and I agree the **Standard Terms and Conditions** and understand that they may undergo change from time to time as circumstances require. I accept the offer of a place as set out in the Offer Letter. This acceptance will not be withdrawn or cancelled without a term's fees (less deposit(s) held by the School) paid in lieu. I certify that fees of the current and any previous schools have been paid, that the child has not been expelled or removed from any school.
- I confirm that I have given all relevant information in the event that the child has been **dismissed or removed** from any previous school.
- I confirm that I have read and understood the **Privacy Notice** which forms part of the **Standard Terms and Conditions**, which can be found here: [millhill.org.uk/terms-conditions](http://millhill.org.uk/terms-conditions).
- I/we also confirm that my/our child has the right to live and be educated in the UK and will provide passport images and other evidence as requested in the Offer Letter.

Each of those with parental responsibility to sign and complete section below:

First signature	<input type="text"/>		
Full name and title	<input type="text"/>		
Relationship to the child	<input type="text"/>	Date	<input type="text"/>
Second signature	<input type="text"/>		
Full name and title	<input type="text"/>		
Relationship to the child	<input type="text"/>	Date	<input type="text"/>

# FEE PAYER INFORMATION FORM

All new parents must complete this form. The information is required by the Foundation's Finance Department in line with the financial regulations and the Terms and Conditions of the Foundation. The Foundation's Finance Department will only accept payment from the named parent(s) / guardian in this form. Where payment of fees is being made from a third-party source including Trust Funds and other organisations, details should be included below and are subject to the approval by the Foundation. When your child leaves the School, any deposit held will be returned to the person or organisation who made the original payment.

## Pupil Details

Forename(s)	<input type="text"/>			
Surname	<input type="text"/>			
School	Mill Hill School <input type="checkbox"/>	Belmont <input type="checkbox"/>	Grimsdell <input type="checkbox"/>	The Mount, Mill Hill International <input type="checkbox"/>
School start date	<input type="text"/>			

## Fee Payer Details

Please confirm who will be paying the deposit, school fees and other charges to the School:

Jointly paid by both parents  Parent 1 only  Parent 2 only  Other organisation / individuals\*

\*Where fees will be paid by third parties (other than the parents), please provide the details below:

Name of the person / organisation paying the fees	<input type="text"/>		
Address	<input type="text"/>		
Postcode	<input type="text"/>	Phone	<input type="text"/>
Email	<input type="text"/>		
Relationship of the fee payer to the parent	<input type="text"/>		
Parent / Legal Guardian 1 signature	<input type="text"/>	Parent / Legal Guardian 2 signature	<input type="text"/>
Date	<input type="text"/>	Date	<input type="text"/>

## Notes

1. Parent(s) are jointly and severally liable to pay the School fees. The School may accept payments from organisations or individuals (other than the parents) included in this form, however, a fee payment arrangement with a third party (such as an employer, grandparent, step-parent without parental responsibility or third party credit provider) to pay the fees or any other sum due to the School does not release Parent(s) from any liability.
2. Fees for each Term are due and payable as cleared funds on or before the first day of the School Term to which they relate. If an item on the bill is under query, the balance of the bill must be paid. Late payment charges will apply for the fees received after the due date.
3. The Acceptance Deposit to confirm the school place must be paid online using the Foundation's Flywire portal ([milltuition.flywire.com](http://milltuition.flywire.com)).
4. The Foundation requires all UK parents to pay their School fees by Termly Direct Debit. Please complete the attached Direct Debit mandate and return with this form. All International parents must pay the School fees online using the Foundation's Flywire Portal ([milltuition.flywire.com](http://milltuition.flywire.com)).
5. Parents must provide a minimum of a term's written notice if they are withdrawing their child(ren) from the School. If the parents withdraw their child(ren) without giving the adequate notice a term's fees will be payable in accordance with the Foundation's Terms and Conditions.
6. The fee payer must provide a copy of their identity (passport, Driving Licence, or official letter from the third-party confirming their acceptance of the Foundation's Terms and Conditions).

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**millhill.org.uk**

**Mill Hill School Foundation**

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