



Queen's College Preparatory School

Registration Form Guidelines 2019-20

1. Early registration is recommended. Registrations will be considered in the order they are received. Offers of places are subject to availability and the admission requirements of the School at the time offers are made. A copy of the School's Terms and Conditions will be supplied on request.

2. The completed application form should be submitted via the link above, and the registration fee of £100 to:-

The Registrar, Queen's College Preparatory School, 61 Portland Place London W1B 1QP

You will be asked to upload direct to our database a copy of your daughter's birth certificate and passport later in the admissions process.

3. The registration fee may be paid by cheque (made payable to Queen's College) or bank transfer to the following account:

Sort Code: 60-40-02 Account Number 2480 7001 Account Title; Queen's College London
SWIFT Code: NWBKGB2L IBAN: GB95NWBK60400224807001

4. A deposit is payable upon acceptance of an offer of a place at QCPS. It will not be returned if the pupil does not subsequently take up the place offered. The deposit is credited against the extras account at the end of the final term, provided that a full term's notice has been given.

5. For girls joining Reception, a securing fee is also required which is payable by late February in the year of entry. This securing fee is credited against the first term's fees but is not returnable if the child does not take up the place.

6. A full term's written notice of the removal of a pupil from QCPS, or discontinuance of an extra subject, is required. If this notice is not received by the first day of the notice term then a full term's fees are payable in lieu of notice.