



QUEEN'S COLLEGE PREPARATORY SCHOOL REGISTRATION FORM GUIDELINES 18-19

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 and a copy of your daughter's birth certificate and passport to:-

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

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 31st December in the year before the pupil takes up her place in the following September. 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.