



L-Università
ta' Malta



Invoices & Payments

Policy

2024-2025

Child Educare Services of the University of Malta
Kindergarten



Invoices and Payments Policy: Kindergarten

This procedure delineates the payment process to be followed by Service Users of the Kindergarten by the Child Educare Services at the University of Malta.

The Child Educare Services Administration is responsible for vetting incoming applications, processing payments due, and issuing and following up on invoices. Relevant payments must be made on time via internet banking.

Payment Information

Payments will be calculated monthly and an invoice will be issued by the Finance Office at the University of Malta. Invoices are issued 6 weeks in advance and are to be paid online within 10 days of the issue date.

Please follow the instructions below on how to settle invoices online:

Payments by BOV:

Log into BOV

Click on 'My Payments' on the top taskbar

Choose 'Pay a bill'

'Send Bill Payment to...'

"The payment details are..."

Parent's Name and Surname: input your name as quoted on your invoice:

ID No/ Date of birth input the invoice number:

Mailing Address not essential but you can include your email address

Amount input amount due

Click Next and authorise.

Payments by HSBC:

Name of account Holder: University of Malta

Address of Account Holder: Tal-Qroqq, Msida, Malta

E-mail address: fees.accounts@um.edu.mt

Bank: HSBC Malta plc Account no: 085 031458 002

Sort Code: 44853

Swift Code: MMEBMTMT IBAN:MT84MMEB44853000000085031458002

Address: 52, Msida Seafront, Msida

Application Fee

When submitting a new application, a fee of €40 is required to complete the registration process and have the application included in the waiting list. It is important to note that this processing fee does not guarantee an immediate placement for your child. Acceptance is contingent upon the waiting list and the availability of space. For further details, please refer to our Enrolment Policy.

Placement Fee

Once an application is approved, a Placement Fee is requested of the new applicant. Applications for the September/October intake will be approved at the end of May.

This placement fee is required to secure your child's place for the upcoming scholastic year. In the case that an application is to be withdrawn, this can be done before receiving the acceptance email or before the placement fee is issued. Once the Placement Fee has been issued, withdrawals are accepted until the beginning of August, with a full refund provided. However, after this deadline, the fee becomes non-refundable.

Please note that this placement fee will be used to cover the payment for the first month of attendance.

Monthly Invoices

Invoices are issued six weeks in advance and must be settled within 10 days of the issue date.

For the Scholastic year 2024 – 2025

Morning Session (07:30 – 14:00)

5 days a week €200 per month

For the Scholastic year 2025 – 2026

Morning Session (07:30 – 14:00)

5 days a week €300 per month

Rate between 14:00 and 17:00

€6 per afternoon to be booked as 'Afternoon Homework Club' through the following link:

<https://www.um.edu.mt/staff/childcare/registrationforms/afternoondropoff/>

Missed Payments

Payments must be settled in advance and must be settled within 10 days of the issue date. In the event that payments are not received on time, the CES reserves the right to terminate the service being offered. If any pending payments remain unsettled, and after multiple reminders from the CES or the University of Malta, legal action may be taken. This may begin with a legal letter and, if continued disregard persists, further legal actions will follow.

Absent Days

In the case of an unplanned absence, where the child either doesn't attend, or we are not informed about the absence before 9 am, the child will be marked as sick. A medical note specifying that the child is fit to return to school is required before the child can be admitted for the next stay.

Other Contributions

Every term, the Kindergarten School, collect a contribution of €30 which is used for cooking, sensory, and science activities. This contribution is collected in cash, placed in a sealed and labelled envelope, and should be given to the teacher or carer no later than a week after the beginning of the term. Additionally, other items such as rice, pasta, cereals, food coloring, wipes, tissues, paper towels, etc., may be collected as deemed necessary for your child's daily stay and their participation in activities.

Other financial contributions or fees may be requested in the case of school outings, covering the cost of the venue and any transport provided by the CES. Contributions may also be requested for parties such as Christmas, Carnival, Farewell, and Halloween.

Occasionally, other fundraising activities may be organized, and contributions for these activities would be by donation on a voluntary basis. Such fundraising activities may include initiatives undertaken throughout the year, such as Pink October, Yearly Calendars, and others.