



School Contract

between

Enko Botho

and

Parent/Guardian's name

for

Student's Name

Start date of the contract



Enko Botho

Plot 60114, Block 7 Gaborone

+267 396 0044

botho@enkoeducation.com

enkoeducation.com/botho

Parent/Guardian Information

Parent/Guardian 1

..... Last Name First Name(s)
..... Relation to student Preferred language
..... Phone number 1 Cell Phone number
..... Email address 1 Physical address
..... Profession Employer

Parent/Guardian 2

..... Last Name First Name(s)
..... Relation to student Preferred language
..... Phone number 1 Phone number 2
..... Email address Physical address
..... Profession Employer

Student's Information

Student 1

Last Name	First Name(s)	Gender
Date of entry at school	Date of birth	Birth place
National ID number	First language	Other languages
Nationality 1	Nationality 2	Address if different from parents
Current school and grade	Grade entering at Enko	

Information about special learning needs

Medical condition (*allergy, diabetes, asthma, other*)

Persons permitted to collect students from school	Names of siblings at the school
---	---------------------------------

Student 2

Last Name	First Name(s)	Gender
Date of entry at school	Date of birth	Birth place
National ID number	First language	Other languages
Nationality 1	Nationality 2	Address if different from parents

.....
 Current school and grade Grade entering at Enko

.....
 Information about special learning needs

.....
 Medical condition (*allergy, diabetes, asthma, other*)

.....
 Persons permitted to collect students from school Names of siblings at the school

Student's Information

Student 3

.....
 Last Name First Name(s) Gender

.....
 Date of entry at school Date of birth Birth place

.....
 National ID number First language Other languages

.....
 Nationality 1 Nationality 2 Address if different from parents

.....
 Current school and grade Grade entering at Enko

.....
 Information about special learning needs

.....
 Medical condition (*allergy, diabetes, asthma, other*)

.....
 Persons permitted to collect students from school Names of siblings at the school

Parent's statement

Statement	Signature
Vaccination <i>I hereby certify that my child's vaccination record is up-to-date (yellow fever, typhoïde).</i>	
Authorization of medical attention <i>I authorise the school's direction, in case of an emergency, to take any necessary action regarding my child (medical care, hospitalisation, surgical intervention). I confirm having informed the Enko school of my child's medical condition.</i>	
Authorization for school trips <i>I authorise my child to participate in field trips, outings, curricular and extracurricular activities organised by Enko Education.</i>	
Parental authorization for the use of digital photos of students <i>I authorise Enko Education to use photos and digital images of my child in written and digital publications. I am informed that they will only be used in educational material and that the identity of my child will be protected.</i>	

Payment terms

	<input type="checkbox"/> Termly <input type="checkbox"/> Annually <input type="checkbox"/> Other:
Total amount of annual school fees	Frequency of payments
First and last name of the guardian and email who will receive and settle school fee invoices	

School Fees payment Policy

Enrolment and Re-Enrolment Fees

1. A P300 one-time registration/application fee is payable by all new students in order to confirm their enrollment and save the child's seat at school.
2. Re-enrolment is required from all students already enrolled in order to secure the student's seat for the next academic year. Communication will come from the school finance office or the head of school during Term 3 for the following year.
3. A capital development levy is to be paid before a student starts at the school. Details will be shared at the time of admission.

Mandatory Once-Off Fees Payable at Enrolment (subject to change)	
Registration	P300
Development Levy	P13,200
Lower Secondary Books (form 1 - 2*)	P3000 *subject to change
Upper Secondary Books (IGCSE)	P4000 *subject to change

School Fees

Payment options

Two payment options are available in Enko schools:

1. Annual Fee payment

Paid in full at enrollment. A 5% discount applies on the total of school fees (non applicable after the first day of school)..

2. Termly Fee payment

- 33.3% of total school fees paid at enrollment
- 33.3% of total school fees paid before the 1st May
- 33.3% of total school fees paid before the 1st September

If this date falls on a weekend, payment must be made on or before the last business day before this date.

School fees remain due and payable according to the above deadlines irrespective of the implementation or not of distant / blended learning.

Enrolments during the academic year

If a student enrolls at any time during the second or third term, the family has to pay the annual school fees pro-rated to the term the students is present at school. For the month in which the student arrives at school, the following rule applies:

1. Enrolment between the 1st and the 15th of the month: the entire term is due
2. Enrolment between the 16th and the last day of the month: 50% of the term is due.

Communication

Communication about school fees will be sent to parents by email, and a printed letter will be handed out to students when possible.

Invoices

- Parents will receive their fee sheets 30 days before the payment deadline
- If the payment is not done, a reminder is sent 15 days prior to the deadline
- If the payment is not done, a second reminder is sent 5 days prior to the deadline

Statement

Parents will receive individual statements and payment reminders on a termly basis.

NB: School fees are paid upfront unless or otherwise the parent has discussed and come to an agreement with the finance office on a payment plan.

Refunds

1. When applicable development levies, Enrolment and re-enrolment fees are non-refundable
2. Should the Parents wish to terminate the enrolment of a Learner before the start of the new school year for which the enrolment is applicable, the Parents undertake to furnish the Head of school with written notice, and the school will refund the tuition after a written request is made for such.
3. If a student has attended school for any number of days in a given term, fees paid in relation to that term will not be refunded either in part or full.
4. Refunds will be processed within 10 working days from the time a written request has been received.

Methods of payment

1. Payment must be made by bank transfer, bank deposit or through the Point of Sale system available at the school (when relevant). **NO CASH PAYMENTS ARE ALLOWED AT SCHOOL.**
2. Parents paying by bank transfer or bank deposit must send the proof of payment to the school. When paying by bank transfer and or bank deposit then the **student's name, surname and grade** must be mentioned. If these details are not mentioned, then any such payment will not be allocated to the correct student and the account is at risk of reflecting as being in arrears.
3. Due to safety concerns for all our staff and students, no cash payments will be allowed.

Discounts

Upfront payments discounts

A 5% discount on annual school fees only applies for all upfront payments.

Siblings discounts

1. A sibling discount of 5% on school fees applies to the total fees due by all families with two siblings enrolled at school.
2. A sibling discount of 10% on school fees applies to the total fees due by all families with three siblings and more enrolled at school.
3. Sibling discounts are only applicable to children with the same legal guardians.

Upfront payment discounts and siblings' discounts can be accumulated, and the upfront payment discount applies first, the siblings discount being applied to the total of discounted school fees.

Default Payment

1. Any cheques banked and are subsequently dishonoured will attract a fee of 2.5% of the payment amount and will be levied to all student's accounts.
2. The school is entitled, without prejudice to any of the affected persons rights, to suspend a student's enrolment if the school fee account remains in arrears for 10 days:
 - a. Such suspension will remain in effect until all outstanding fees have been paid. Suspension will be done by adhering to the principles of procedurally fair practice and conduct.
 - b. Suspended students will not be entitled to attend classes nor take examinations, and no grade will be given for any work done during the exclusion.
 - c. Diplomas and academic transcripts will not be released until payment of obligations has been made in full.
3. If the school and or any other fees of any learner is in arrears for more than 30 days of any due date and no arrangement has been made, the case will be handed out to a recovery agent attracting an extra penalty fee.

4. Any outstanding fees from the previous year must be settled before the start of the new academic year. If such fees are not settled the student will not be allowed to come back to school. No exceptions will be allowed in this regard.

Additional Fees

1. The school can require fees not covered by school fees and which require additional payments from the Parents/Guardians/Trusts and or Benefactors of participating students.
- 2. Some of the additional fees are mandatory (e.g. examination fees, textbooks, uniforms) and must be communicated by the school prior to enrolment.**
3. Optional fees (e.g. canteen, school tours) must be communicated by the school if possible on the initial school fees sheet, or be communicated to parents as and when they occur.
4. In the event of any school and or essential fees being outstanding then the school reserves the right to not allow students to participate in activities not considered part of the formal curriculum.

Credit checks

The school reserves the right to conduct credit checks on any Parents / Guardians / Trusts and/or Benefactors responsible for payment on any of the students accounts.

Validity of the Contract

This contract shall be considered valid and binding from the date of signing by Parent / Guardian and the school, and will be **valid for the duration of the student's school at Enko Botho International School (5 years)** from the date of signing. The contract can / may be extended after the said period should the student consider enrolling for the International Baccalaureate Diploma (IBDP) for another 2 (two) years.

Parent's statement

School Fee Policy	Signature
I hereby certify having read and agreed to the school's fees payment policy.	

For Office Use ONLY

Admission Office Statement	School Stamp
The management of Enko Botho International School is pleased to offer_____ enrolment in Form/Year----- for the academic year 20_____	