

# School Fees and Payment Policy

## Enrolment and Re-Enrolment Fees

1. A K 1000 one-time registration fee is payable by all new students in order to confirm their enrolment and save the child's seat at school.
2. Uninformed absenteeism for continuous 14 days or more will attract a K 1000 of re-enrolment fees.
3. A K500 re-enrolment fee is required from all students already enrolled in order to secure the student's seat for the next academic year. This will be exempted where re-enrolment has been confirmed for the next academic year prior to 15<sup>th</sup> of November of the preceding academic year.

## Development Levy

1. A non-refundable K2500 one-development levy is applicable for all new enrolments which will be annually revised

## School Fees

### International Programme Fee

International programme (Cambridge and IB) fee will be mentioned in USD. Fee payable will be the USD equivalent on the day of Invoicing.

### Payment options

The school fee is an annual fee. For convenience fee can be paid termly. Other payment plans are accessible and can be enquired from the finance office.

If this date of payment falls on a weekend, payment must be made on or before the last business day before this date. Three payment options are available:

#### **1. Annual Fee payment**

- Paid in full at enrolment. A 5% discount applies on the total of school fees.

#### **2. Termly Fee payment**

- 40% of total school fees paid at enrolment
- 40% of total school fees paid before the last day of T1
- 20% of total school fees paid before the last day of T2

#### **3. Monthly Fee payment**

- Paid in ten equated instalments. A 5% levy will be applied on the total school fees for monthly payments.
- 10% paid at enrolment
- 10% paid before the last day of January to September.

## **Enrolments during the academic year**

If a student enrolls at any time during the term, the family has to pay the annual school fees pro-rated to the months the student 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 month is due
2. Enrolment between the 16th and the last day of the month: 50% of the month is due.

## **Refunds**

1. Enrolment and re-enrolment fees are non-refundable
2. Any school fees paid and the student does not attend school after written notification is received and accepted by the Head of School from the beginning of the academic year will be refunded after a written request is made for such refund.
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.

## **Methods of payment**

1. Payment must be made by bank transfer, bank deposit, cheque and or through the Point of Sale system available at the school (when relevant).
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**

### **1. Upfront payments discounts**

- a. A 5% discount on annual school fees only apply for all upfront payments.

### **2. Siblings discounts**

- a. A sibling discount of 2.5% on school fees applies to the total fees due by all families with two siblings enrolled at school.
- b. A sibling discount of 5% on school fees applies to the total fees due by all families with three siblings and more enrolled at school.
- c. 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.*

*Ex: If a parent pays upfront for his two children, he gets a total 2.5% discount on the school fees already discounted by 5%.*

## Payment Default

1. Any cheques banked and are subsequently dishonoured will attract a fee of 2.5% of the payment amount and will be levied to 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.
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 tuition fees and which require additional payments from the Parents/Guardians/Trusts and or Benefactors of participating students.
2. Some of additional fees are mandatory (eg examination fees, textbooks, uniform) and are communicated by the school at the time of enrolment..
3. Optional fees (eg canteen, excursions and leadership camps, fieldtrips) will 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

1. 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.

# Communication

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

## Invoices

- Parents will receive their invoice 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 on request.

# Parents' commitment

|                |           |
|----------------|-----------|
| Parent's Name: | Signature |
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