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Fees Policy

The basis of the school fee payment policy at Amazing Grace Private School is to ensure the long term viability of the school by acting with financial prudence and putting in place procedures with regard to fee payment, collection of fees, arrears fees and the recovery of outstanding debt.

The policy is in line with the enrolment contract and will apply to all Parents / Guardians / Trusts and or Benefactors of a child or children who are enrolled at Amazing Grace Private School.

A timely and accurate collection of school fees is necessary for predictable cash flows, which are essential in order for our school to run smoothly, be more affordable and ensure an optimal learning experience for our students.

The Finance and Admin Officer is responsible for the collection of outstanding school fees.

Enrolment and Re-Enrolment Fees

1. A 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. This fee is non-refundable even if such written notification is received that the student will not be attending school due to any reason whatsoever.
3. A financial commitment is required from a student already enrolled in order to secure the student's seat for the next academic year.

Payment options

Three payment options are available:

1. **Annual Fee payment**
 - a. Paid in full by the 1st day of the first term of each academic year. If this date falls on a weekend, payment must be made on or before the last business day before this date.
2. **Termly Fee payment**
 - a. Paid in three instalments on the 1st working day of each term of each academic year.
 - b. The first two instalments are 40% of the total amount of school fees, last instalment is 20% of the total amount of school fees.
3. **Monthly Fee payment**
 - a. In ten instalments on the 1st working day of each 10 first months of each academic year
 - b. Monthly fees are calculated based on the annual fee over ten (10) months.
 - c. This option is not to be advertised to parents but can be granted upon request.
4. **Enrolments during the academic year**
 - a. If a student enrolls at any time during the term, then the full fees for that term and any of the remainder of the terms are due and payable.

Statements

Parents will receive individual statements on a monthly basis through a communication channel chosen by parents based on options offered by the school on enrolment (e-mail, EdAdmin Parent portal, letter given to student)

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.
3. 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.
4. Due to safety concerns for all our staff and students, no cash payments will be allowed.

Discounts

1. **Upfront payments discounts**
 - a. A 7,5% discount on annual school fees only apply for all upfront payments made before the 31st May for Northern hemisphere and 30th September for the Southern Hemisphere.
 - b. A 5% discount on annual school fees only apply for all upfront payments made before the 1st working day of the 1st term.
 - c. If this date falls on a weekend, payment must be made on or before the last business day before this date. If the payment is not received by this date, then the 5% discount will not be applied. No exceptions will be made.

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. If the termly or monthly payment option is exercised and such payment is not received timeously, the right to charge interest at a rate of 2.5% of the payment amount is reserved.
3. If the school and or any other fees of any learner is in arrears for more than 30 days of any due date, then all such fees will be due and immediately payable. A letter of demand will be issued by hand to the account holder notifying the account holder of the arrears.
4. 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 15 days and 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. Suspended students will be permitted to return to school once outstanding balances are paid or satisfactory arrangements to pay have been made.
5. 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.

6. Academic transcripts will not be released until payment of obligations has been made in full.
7. Any outstanding fees from the previous year must be settled before the start of the next academic year. If such fees are not settled the student will not be allowed to attend school for the current academic year. 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 additional fees are mandatory (eg examination fees, textbooks) and must be communicated by the school prior to enrolment.
3. Optional fees (eg 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

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.

I have read and understood the contents of this fees policy and understand that any transgression may lead to consequences as stipulated above.

Full Name of Learner

Name and Signature of Parent

Contact numbers of Parent and Learner
