

## SCHOOL FEES PAYMENT POLICY

1. **Purpose** - This policy outlines the guidelines and procedures for the payment of school fees to ensure smooth financial operations and uninterrupted provision of quality educational services.
2. **Fee Structure**- The school will provide parents/guardians with invoices at the end of each term for the following term and a fee schedule at the beginning of each academic year.
3. **Payment Deadlines**- Full term fees are due before or on the first day of each term.
  - For returning students, Parents/guardians can pay in installments with an initial deposit of 50% of the tuition fee with all other fees, transport, lunch and stationery & maintenance being paid in full.
  - All installment payments must be completed by the end of the second month of the term.
  - Students who report to school without making payment or fail to meet the payment requirements will be excluded from attending class.
4. **Accepted Payment Methods**- Bank deposit or transfer- Point-of-sale (POS) systems. Proof of payment must be submitted immediately after any bank or mobile transaction.
5. **Late Payments & Penalties**- Fees not paid by the due date will attract a late payment penalty, as communicated in the annual fee schedule. - Continued non-payment may result in:
  - Withholding of report cards or results
  - Suspension from class or school activities
  - Inability to sit for tests or examinations
6. **Outstanding Balances**- Parents with outstanding balances will receive reminders. - Students with unpaid balances may not be re-enrolled for the following term until the account is cleared. - Failure to clear outstanding balances for an extended period may lead to debt collection measures.
7. **Refund Policy**- Fees are non-refundable once paid unless a terms notice is given and 30% will be charged on the fees paid.  
No refunds will be issued for partial attendance, absenteeism, or disciplinary suspension.
8. **Discounts & Scholarships**- Any discounts must be approved by the school and will apply as stated in the fee schedule.
9. **Communication**- All financial communication will be sent through official school channels (letters, SMS, email). - Parents are responsible for ensuring their contact details are up to date.
10. **Compliance**- All parents/guardians are required to read, understand, and comply with this policy. Signing the admission documents constitutes acceptance of the school's financial terms