

## Fee Policy

<b>Policy Number:</b>	1.0
<b>Policy Name:</b>	Fee Policy
<b>Contact Officer:</b>	School Accounts Manager
<b>Date of Next Review:</b>	Date 1 year from approval for review of policy.
<b>Related Policies:</b>	Admissions Policy Finance Policy

### 1. Scope

The policy applies to GEMS Africa Schools.

### 2. Responsibility

It is the School CEO/Principal's responsibility to enforce the fee policy supported by the School Accounts Manager.

### 3. Tuition Fees

Before a student is admitted, the parents/guardians will be advised of the current fees and the procedure for payment:

Fees for next term will be invoiced at the end of the previous term for continuing students and at point of enrollment for new students.

- The admission fee will be a non-refundable fee paid once by each student enrolled at the School.
- If a student attends school for more than one month, three month's tuition fees will be charged. For these purposes a month's fees is calculated by dividing the annual fees by 10 months.
- Tuition fees will be billed at the time of enrolment and shall be paid in accordance with the methods of payment options as stipulated by the fee structure.
- Tuition fees will be pro-rated if a student leaves during the School year and fees paid in advance will be refunded. When fees are pro-rated, the annual fee is divided by 10 to calculate the fees due per month. November and December are regarded as holiday months and therefore no fees are charged for these months.
- A FULL TERM'S NOTICE in writing and the CEO/Principal's acknowledgement in writing of the same is a mandatory requirement for withdrawals or else, a FULL TERM'S FEES is payable in lieu of such notice.
- In the event that a student leaves the School before the end of term three of the academic year, the discounts offered will become void
- Concessions are per Corporate Office Policy/School policy and are prorated to the time the student is in school.
- Scholarships are per Corporate Office / School Policy
- Refunds will be reimbursed in accordance with notice periods and approval of the CEO/Principal upon reconciliation from the Accounts Office. Refunds will only be made to the PAYEE Name/Company source of funds.
- Full terms fees are payable in cases of Disciplinary leading to Expulsion of the student. No fee refunds will be made if fees have already been paid.

- Bank charges for transfers by parents are covered by parents. This includes international corresponding bank charges for international transfers.

### **3.1 Tuition Payment and Schedules**

In consideration of the School's acceptance of a student, parents/guardians shall agree to the tuition and fee requirements set by the School and will be responsible for all charges due. The enrolment of a student is an individual contract between the parent/guardian and the School, regardless of any arrangement a parent may have with his/her employer concerning payment of the fees. The parent/guardian remains responsible for payment of all School fees for his/her child.

The fees for admission, tuition, boarding and any others are payable in Kenyan Shillings as indicated on the approved fee structure.

### **3.2 Payment Options**

#### **Option One:**

Full payment of the annual tuition fee is made by 1<sup>st</sup> January of the new academic year.

#### **Option Two:**

Payment is made for the term **at the start of** each term throughout the academic year. That is, the annual tuition fees are paid in three installments by 7<sup>th</sup> day after start of the term.

Note: Post-dated cheques will not be accepted as they cannot be given receipts. Accepted forms of payment are:

- Direct deposit into school bank accounts, with reference made to the child's name and Grade.
- EFT with reference made to the child's name and Grade.
- Bankers cheque
- Debit or Credit Card
- MPESA

**No cash payments are accepted at school**

### **3.3 Non-Payment of Tuition and other fees**

- All returning students with fee balances should clear previous terms fees.
- Acceptance of the payment plans by parent/guardian is at the discretion of the school and ceases automatically upon non-compliance to the payment plan schedule.

### **3.4 Report cards**

Secondary students receive Report cards at the end of each academic year.

The School will prepare testimonials and other requested documentation for students free of charge. However, if courier costs are involved, the parents/guardian will refund the cost to the School. Any such costs will be appended to the student's account.

4. **Reference(s)**– Admissions Policy 2019  
Finance Policy 2019

5. **Policy History** - The policy document was written in April 2019 and was approved by the Senior Management Team, April 2019.