



## **PAYMENT OF SCHOOL FEES POLICY**

### **TEMPLATE FOR SCHOOLS**

#### **1. Introduction**

1.1 The prompt and timely payment of school fees is essential to the life blood of the school.

1.2 School fees are always due on or before the start of the current school term and may not be non-refundable. Or

1.3 Parents who have signed up to School Fee Plan (SFP), will have their fees paid slightly later in the term direct from SFP.

1.4 Term dates are published on line and displayed in the school in advance for all interested parties to view and note.

#### **2. Aims and objectives**

2.1 The aim of this policy is to ensure a robust, non-discriminatory and fair approach to the method by which we deal with parents who have not paid their child's school fees on time.

2.2 The objective of this policy is to ensure there is consistency in terms of approach and methodology. It is imperative that a standard process exists and that all involved are aware of this.

### **3. Payment of Fees**

3.1 Parents or guardians jointly and severally (where applicable) agree to pay the fees applicable to each term directly to the schools nominated bank account .

3.2 Fees for each term are due and payable as cleared funds before the commencement of the term to which they relate. If an item on the fees invoice is under query, the 'undisputed' balance of that fees invoice must be paid.

3.3 Cash payments will not be accepted at the school for the payment of school fees. Accepted methods of payment for fees will now include: momo, bank transfer, cheque, debit/credit card.

3.4 Any returned cheques will be subject to a ₦50 fee, whereupon the balance due must be paid using cleared funds.

### **4. Payment of Fees by a third party**

4.1 An agreement with a third party (such as School Fee Plan, scholarships etc) to pay the fees or any other sum due to the school does not release the parents from liability if the third party defaults and does not affect the operation of any other of these terms and conditions unless an express release has been given in writing, signed by the Head teacher.

4.2 If Parents are removed from, or cancel their School Fees Plan agreement (for whatever reason) and any fees are unpaid, this will incur an administration charge of ₦100.00. The parents will then need to agree a payment plan with the bursar.

## **5. Early Payment Discount**

5.1 Fees which are paid in full by the first day of term will qualify for an early payment discount of ₦200per term. This discount does not apply to parents paying through the School Fee Plan (SFP) scheme. Other discounts are available for paying multiple terms in advance..

## **6, Instalment arrangements (Payment Plan)**

6.1 An agreement by the school to accept payment of fees by instalments is concessionary and will be subject to separate agreement(s) between the parents and the School.

6.2 Any agreements (payment plans) will be confirmed in writing and signed by both parties.

6.3 Parents who have a prior agreement to pay by instalments via the bank will be allowed to continue to do so as long as they pay the agreed amount on time.

6.4 If parents have entered into a payment plan with the school and more than one payment is missed, then the school reserves the right to request the full amount immediately.

6.5 If instalments are missed and/or paid late then Trustees will be notified of the amount owing and details of the missed/late payments. Appropriate action, which could include exclusion, will then be taken.

## **7. Late Payments**

7.1 A ₦300 admin fee will be charged if fees are not paid on time. Parents will be notified by text and/or letter to bring their account up to date.

7.2 If fees still remain unpaid then a further ₦50 admin fee will be charged and a second letter/text sent stressing that all arrears must be paid within 7 days. A report of all outstanding fees and payments made and/or missing will be passed to the trustees and possible exclusion may follow.

7.3 If a debt rises to an unacceptable level, the school reserves the right, in extreme cases to exclude the pupil on three days' written notice if fees remain overdue for payment.

7.4 If a pupil is excluded for a period of 28 days, he / she will be deemed withdrawn without notice and a term's fees in lieu of notice will be payable immediately by the Parents.

7.5 The parents shall also be liable to pay all costs, fees, disbursements and charges including legal fees and costs reasonably incurred by the school in the recovery of any unpaid fees regardless of the value of the school's claim.

## **8. Refund or waiver of school fees**

8.1 Save where there is a legal liability under a court order or under the provisions of this agreement to make a refund, fees will not be refunded or waived if:

8.2 The pupil is absent through illness; or

8.3 A term is shortened or a vacation extended; or

8.4 The Pupil is released home before the normal end of the school day; or

8.5 The school is temporarily closed due, for example, to adverse weather conditions; or

8.6 For any other reasonable reason.

## **9. Fee increases**

9.1 Fees are reviewed annually and are subject to increase from time to time.

9.2 If parents receive less than a term's notice of a fees increase they may give to the school written notice of withdrawal of the pupil within 21 days and will not be liable to pay fees in lieu of notice.

9.3 The pupil deposit, if paid, will be refunded without interest less any sums owing to the school.

## **10 Information about fees**

10.1 The Parents consent to the School making enquiries of the Pupil's previous schools for confirmation that all sums due and owing to such schools have been paid.

10.2 The parents also consent to the School informing any other school or educational establishment to which the pupil is to be transferred if any Fees of this School are unpaid.

## **11. Anti-money laundering:**

11.1 From time to time, the School may need to obtain satisfactory evidence such as sight of a passport of the identity of a person who is paying fees.

## **12 Indemnity**

12.1 The parents shall indemnify the School against all losses, expenses (including legal expenses) and interest suffered or incurred by the School if the School is required to repay all or part of any sum paid to it by a third party credit provider on behalf of the Parents.

Signed:

Member of Governing Body:

Date:

Chair of Governors:

Date:

Next Review Date:

Source: Greenwood international school