



School Fees Policy

Introduction

This policy is underpinned by the commitment of all at Almalja Montessori School to ensure that parents are informed of the fee procedure and understand the school's process of fee collection and management. The school requires that fees are paid at the beginning of every term. This helps us to project and cater for all our needs during the term.

This policy applies to all students and sets out:

- The total school fee for each student
- When and how fees can be paid
- Process of addressing late payment and non-payment of fees
- Regulations which apply to refunds, withdrawals and fee transfer requests

Compulsory Fees

Tuition

This is payable at the beginning of every term.

Learning materials

This is payable annually at the beginning of every academic session in September.

PTA Levy

This fee is paid every second term per child.

Developmental Levy

This is paid termly. Funds accruable from the development levy are channelled towards the ongoing development of the school.

End of Session: This is paid every third term per child. It will be sent with the price and it requires advance payment

Extra Curricula activities (Primary)

This will be sent with the price and it requires advance payment. It is only compulsory for primary.

Optional Fees

Transportation

The transportation (bus) fee is due and payable at the beginning of every term.

Enrolment

In order to become a fully enrolled student, applicants must complete all necessary academic requirements and make arrangements to pay all fees.

Failure to complete the enrolment process will result in application to the school being terminated

Payment of fees

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

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.

Early Payment Discount

Fees which are paid in full a week before the first day of term will qualify for an early payment discount of 5000 naira per term. This discount does not apply to parents paying half payment or through payment plan. Other discounts are available for paying multiple terms in advance. Please see the school head for details.

Instalment arrangements (Payment Plan)

An agreement by the school to accept payment of fees by instalments, this will be subject to separate agreement between the parents and the school.

- Any agreements (payment plans) will be confirmed in writing and signed by both parties.
- Parents who have agreed 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.
- 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.

- 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 in class activities, will then be taken.

Non-Payment of Tuition Fees

If the parents or Guardians fail to pay the tuition fees of their ward, then the student will have their access to the school facilities suspended until either full payment of the outstanding debt is received, or satisfactory arrangements to clear the debt have been agreed.

- Where any fees remain outstanding, the school reserves the right to engage a third party, such as a debt collection agency, to collect these fees.
- Failure to pay the school tuition fees may result in exclusion from the school.
- The school has the right to withhold any results/certificates gained whilst a student is suspended or has not paid the full tuition fees.
- Students in debt to the school will not be permitted to attend any graduation or award ceremonies, or receive any awards, until all the debts to the school are paid in full and funds have cleared

Withdrawal from School and Refunds

No refunds will be given if withdrawing during the term time. Any fees paid for a term which has not yet started may be refunded on the basis of the individual case.

- Prior to consideration for any refund all necessary withdrawal procedures must have been completed. All refunds are at the discretion of the school.

- To claim a refund, requests must be submitted in writing to the school head along with any necessary supporting documentation.
- Where a student has other outstanding debts to the school, any refund amount due will be offset to clear the outstanding balance.
- Admission fee paid to secure a place at the schools are non-refundable.

TERMS AND CONDITIONS OF AGREEMENT

- (a) All the costs incurred in the usual course of the education of your child by the school, including the provision of most educational materials and as outlined in the School Fees Policy, shall be met by the fees unless otherwise notified by the school.
- (b) Any extra-curricular activities such as, trips and visits in which you agree in advance your child may participate shall be deemed to be supplemental to items met by the fees and charged for accordingly. In particular, any additional charges incurred by the school in providing for the special educational needs of your child shall be charged as supplemental to the fees.
- (c) Each person who has signed the School Fees Contract Form is liable for the whole of the fees due and any supplemental charges due, unless the school has expressly agreed in writing with the persons who have signed the form to look exclusively to any other person for payment of the fees or any part of them.
- (d) Where two parents have signed the School Fees Contract Form, one of them may withdraw from the contract with the school by submitting a term's notice provided they have obtained the prior written consent of both the school and the remaining parent.
- (e) Each term's fees accrue separately and the fees payable in respect of each term fall due on the date specified above of that term and those persons who signed the School Fees

Contract Form (or such other person(s) the school have agreed that they shall pay the fees under paragraph (c) above). The fees must be paid in full directly to the specified bank, by the specified day of the term.

- (f) All supplemental charges must be paid in full by direct bank transfer by the first day of the then forthcoming term.
- (g) We reserve the right to refuse to allow your child to attend the school or to withhold any references while fees remain unpaid or there is a persistent default in relation to the payment of supplemental charges. You consent to our informing any other school or educational establishment to which you propose to send your child of any outstanding fees.
- (h) The fees will be reviewed from time to time and may be increased by such amount as the school considers reasonable. We shall endeavour to give at least a term's notice of any increase in the fees due for a particular term and in any event shall give you notice of any such increase not later than the final day of the preceding term.
- (i) Fees and any prepaid supplemental charges will not normally be reduced as a result of absence due to illness or otherwise.
- (j) All those who do not pay the school fees by the specified dates above will be given notice through messages and any other means to serve as reminder. To avoid disturbing messages waking you up all the time, please ensure that all payments are made promptly in accordance with the agreed due dates. If you are experiencing or expect any difficulties in the payment of fees then you must contact the school and discuss with the School Head prior to the due date.
- (k) The Parent/Guardian hereby agree that the school place for their child(ren) is offered and accepted on a contract period of no less than the full academic year. Any parent/ guardian that may wish to withdraw their child(ren) must give notice in writing

no less than 12 weeks or up to the end of the current term and remain liable for fees accordingly.

- (I) The school is obligated to recover all outstanding school fees and any additional costs may be passed on to the school fee-payer obligated under the School Fees Contract. Failure to pay upon request will mean that your details will be passed onto our School Management Board.

“O you who believe! Fulfil (your) contracts”