

FEES POLICY

NESTAS INTERNATIONAL SCHOOL

1. PREAMBLE

Nestas International School is committed to providing quality education supported by adequate resources, qualified staff, and a conducive learning environment. The collection of school fees is essential to the effective administration, maintenance, and continuous improvement of the school. This Fees Policy sets out clear guidelines on the payment, management, and administration of school fees in a fair, transparent, and consistent manner.

2. PURPOSE OF THE POLICY

The purpose of this policy is to:

Clearly communicate the school's fees structure and payment expectations

Promote timely and full payment of school fees

Outline acceptable payment methods and timelines

Provide guidance on arrears, refunds, and concessions

Ensure fairness and accountability in fees administration

3. SCOPE OF APPLICATION

This policy applies to:

All learners from Crèche to Junior High School (JHS)

Parents and guardians

School management and administrative staff

The policy applies to all academic terms and school-related financial obligations.

4. FEES STRUCTURE

4.1 Components of School Fees

School fees may include, but are not limited to:

Tuition fees

Registration and admission fees

Examination and assessment fees

Learning materials and resources

Co-curricular and extracurricular activity fees

Utility and maintenance charges

The detailed fee structure for each level shall be communicated to parents/guardians prior to the beginning of each academic year or term.

4.2 Review of Fees

School fees are subject to periodic review by management

Parents shall be informed in advance of any approved changes

5. PAYMENT OF FEES

5.1 Payment Schedule

School fees are payable at the beginning of each term

Full payment is required on or before the stipulated deadline

Where approved, fees may be paid in instalments according to a written agreement with management

6. RESPONSIBILITIES OF PARENTS AND GUARDIANS

Parents and guardians are responsible for:

Ensuring timely and full payment of all school fees

Retaining payment receipts as proof of payment

Informing the school promptly of any payment challenges

Honouring agreed instalment arrangements

Failure to meet these responsibilities may attract sanctions outlined in this policy.

7. LATE PAYMENT AND FEES ARREARS

7.1 Late Payment

Fees not paid by the stipulated deadline shall be considered overdue

Late payment may attract penalties or administrative charges as determined by management

7.2 Fees Arrears

Learners with outstanding fees may be restricted from certain school services or activities

Persistent arrears may result in withholding of academic reports or access to examinations

Parents with chronic default may be invited for formal engagement with management

8. WITHDRAWAL, TRANSFER, AND REFUNDS

8.1 Withdrawal or Transfer

Parents intending to withdraw or transfer a learner must notify the school in writing

Clearance procedures must be completed before release of academic records

8.2 Refund Policy

Admission and registration fees are non-refundable

Tuition fees already paid may be partially refundable at management's discretion, depending on the timing and reason for withdrawal

No refunds shall be made after a specified period into the term

9. FEES CONCESSIONS AND SCHOLARSHIPS

The school may grant fee concessions or scholarships at its discretion

Such concessions shall be based on clearly defined criteria

All concessions must be formally approved by management

10. CONFIDENTIALITY AND FINANCIAL RECORDS

All financial records shall be handled confidentially

Parents' financial information shall not be disclosed without authorisation

Accurate records of payments and balances shall be maintained by the school

11. DISPUTES AND COMPLAINTS

Any concerns or disputes relating to school fees should be addressed to the accounts office or management

Complaints shall be handled professionally and promptly

12. IMPLEMENTATION AND REVIEW

This policy shall be implemented by school management and administrative staff

Parents shall be informed of this policy upon admission and during orientation

The policy shall be reviewed periodically to ensure relevance and effectiveness

13. ACCEPTANCE AND COMPLIANCE

All parents and guardians of Nestas International School are required to comply fully with this Fees Policy. Non-compliance may affect the provision of educational services to the learner.

Approved by: Management of Nestas International School

Effective Date: _____