



SCHOOL FEES POLICY

1. Fees shall be paid in Card / Bank deposit/ Cheque and a receipt obtained.
 - a) Cheque payment shall be made out to **Chudleigh House School**. Dishonored cheques will attract an administrative surcharge of K 600 and is subject to the terms of condition of the National Payment Systems Act.

| | | |
|-----------------------|----------|-------------------------------|
| Account Name | : | Chudleigh House School |
| Bank | : | ZANACO |
| Branch | : | Acacia Park |
| Account number | : | 0389672500167 |
 - b) Deposit slips or transfer confirmation must be availed to the Accounts Office upon which a school receipt will be issued.
2.
 - a) Tuition fees for any term are due on the last day of the previous term. Any payment received after term opening date will attract a penalty fee of 10%.
 - c) All outstanding balances must be settled before paying for the fees for the next term.
 - d) Tuition fees not paid by the due date will result in the child being required to stay at home and withholding of term reports, records and transcripts until full payment is made.
3.
 - a) Parents who are unable to pay the full terms fees on the defined due date, must sign a written payment plan with the bursar before the due date. Signing of payment plan does not waive the late fee.
 - b) The Payment plan requires 75% of fees to be paid on the due date and the balance with a charge of 10 % 30 days after the first day of the term.
4. Payments made before the due date of the new term will qualify for 5% discount.
5. Parents / Guardians with more than one child in the School will enjoy 10% discount on each additional child in descending order when fees are paid in full on or before the due date.
6. When a child is enrolled after the start of the term the full tuition fee will apply if this is before the midterm. After midterm the fees are paid pro-rata.
7. The fees are paid per term and are non-refundable.

8. All pupils must pay the PTA fee of K100, each term of every year.
9. All pupils that are not collected from school on time, must pay a fee of K100 per hour that they are not collected. This charge is applied to the Pupil account.
10. Failure to attend Open day and collect Report cards attracts a K500 penalty for every occurrence.
11. Any school fees that remain unpaid at the end of each term will be handed over to an external debt collector to pursue the debt.
12. Any breach of the terms and conditions stated above will result in the pupil being excluded from school until the situation is resolved.
13. School management had no discretion to vary or depart from these conditions.

SCHOOL FEE INSTALLMENT PAYMENT PLAN

This agreement is made on this day _____ between Chudleigh House School of plot # 11289 Chudleigh and _____ of House # _____

For the payment of fees of _____ in grade _____

The Parent/Guardian agrees to pay 75% of the total fees on the first day of the term and the balance plus late fee of 10 percent 30 days after the term begins.

75% paid k _____ Date Paid _____

Balance plus 10% k _____ Date Due _____

Failure to adhere to plan will automatically exclude the child from school.

SIGNED AND SEALED BY THE SAID

On behalf of Chudleigh House School

Witness

Name _____

Name _____

Signature _____

Signature _____

Bursar, CHS

Headmaster/Headmistress

And the parent / Guardian

Name: _____

NRC: _____

Phone / Cell No: _____

Signature: _____

