



# **SCHOOL FEES POLICY AND PROCEDURE**

## ***School Policy***

Nairobi International School (NIS) is committed to providing a holistic educational experience for students from diverse backgrounds and dispensations. It is with this intention in mind that NIS aims to maintain an optimum fees level that will be tenable to both parents and directors of the school.

## ***Parent Responsibility***

When enrolling children at NIS, parents are advised of the fee structure and it is imperative that parents understand and commit themselves to fulfilling these obligations. The seriousness of this commitment cannot be overemphasized and parents must understand that the school is a financial institution in addition to being educational that relies singly on the fees to meet its obligations as well as maintain its relevance.

**Parents who enroll their children at NIS assume a moral and legal obligation to pay school fees.**

It is also the responsibility of parents to notify the School Management if they are experiencing difficulty with the payment of fees.

## ***School Board Responsibility***

The NIS Board has the responsibility on behalf of the total school community to review and recommend fee levels. The key factors taken into consideration when adjusting fees include inflation of operating expenses, staff compensation growth curve and profit targets as prescribed by the school directors.

The Board in carrying out these duties will make every effort to ensure that the increases in fees are reasonable and communicated in a timely manner to allow for parents to plan and make re adjustments to their school fees budgets.

**A minimum ONE term's OR FOUR (4) months' notice for an increase in tuition fees shall be adhered to by the Board.**

## ***Confidentiality***

All matters relating to school fees reductions or inability to pay are treated confidentially.

## ***Billing Schedule***

At the end of every academic term children shall be issued a Fee Note/Invoice indicating the fees due for the next academic term. This affords parents ample time to make arrangements to settle the fees by first day of school reopening.

Students admitted to NIS before half term will be required to pay the full term's fees whereas those admitted after half term will be charged 50% of fees.

## **FEES LEVIED AT NIS:**

### ***Admission Fee***

Upon admission to the school, a one-time mandatory admission fee has to be paid for each child and will be charged upon school entrance, irrespective of the length of school attendance or the time of enrolment. The current admission fee is Kshs 25,000/- for all classes.

### ***Caution Fees or Security Deposit***

For each child, a security deposit is required. The security deposit shall be refunded without interest, upon a child's permanent departure from the school.

The caution fees are subject to deductions if one or both of the obligations below have not been met upon a student's final exit clearance from the school:

- i) Full settlement of all due fees
- ii) Return of all borrowed school possessions undamaged.

**Caution fees shall be refunded by cheque upon satisfactory exit clearance by the child.**

### ***Withdrawal Fees***

Parents are required to give the school **ONE academic term's** notice IN WRITING and receive an acknowledgment IN WRITING from Head of School, in the event they are withdrawing their child(ren) from school. This gives the school ample time to re-work and re adjust budgets for the next term.

**The school will charge one full term's fees in lieu of this notice**

### ***Tuition Fee***

Tuition fees are charged every academic term. The fees vary with the seniority of the class the child is in. Tuition fees encompass the cost of direct teaching staff, study materials which includes exercise and text books as well as the overheads associated with running the school. It also includes the cost for Internet, Insurance, Locker, Activity, Lunch, Clubs, Food and Nutrition.

### ***Transport Fees***

NIS provides transport services for parents who would prefer to have the school deal with the logistics of getting the children to and from school

The transport fee is determined according to the distances from the child's home to school and whether the student uses one way or two way transport. The distances have been broadly categorized into 7 zones.

## **PAYMENT OF FEES:**

### ***Discounts***

NIS does not ordinarily offer discounts to students as all fees levied have been stringently budgeted for. However, exceptions will be made for:

#### **1. Siblings**

Parents with more than one child at the school will be afforded a discount. The discount will be exclusively on tuition fees and will work as follows:

The second sibling will receive 10% discount on tuition fees, third sibling will receive 15% discount and the fourth a 20% discount which will remain fixed for any subsequent children.

#### **2. Early Payment**

Parents who settle the FULL invoiced amount ONE CALENDAR month prior to school reopening will receive a 4% discount on TUITION FEES. **Students on special discount will not be eligible for early payment discount. A student will be eligible for early payment discount once he/she completes a whole term with school.**

### ***Mode of Payment***

The school recommends following methods of payment:

1. Directly transferring the funds to the School Account (see details below). The deposit slip can then be brought to school upon which a receipt will be issued.

Account Name: **NAIROBI INTERNATIONAL SCHOOL**  
Account Number: **01129650642300**  
Bank: **The Co-operative Bank of Kenya Ltd** Branch: **Lavington**

2. Cheques drawn in favour of **Nairobi International School** can be brought in to school by the parent or child. A receipt will be issued by the Accounts department by close of business the same day.

#### **Please note the school shall not accept cash payments**

3. Card Payment – Fees can be paid using credit cards as well at the school's accounts office. VISA and MASTER cards are welcome.

**Cheque return charges will be KSH 2000.**

**Exam candidates need to settle outstanding fees before registration of exams failing which they will not be registered for same.**

**Also Note: Students admitted any time before half term will be charged the full term's fees but if one joins after half term, the fee will be prorated and only 50% of the term's fees will be charged.**

I have received, read and noted the new School Fees Policy:

Parents' Name: \_\_\_\_\_

Signature: \_\_\_\_\_