**BRAINFORD SCHOOL FEES POLICY**

**1. Introduction**

This document contains our policy on fee payment. Please read through to have full understanding about our school fees culture.

* 1. The prompt payment of school fees is integral and the life blood of the school. We cannot overemphasize its importance, smooth administrative running hinges on the prompt payment of fees.
	2. School fees are always due in expiration of an old term and in start of the current school term.

1.3. School fees are non-refundable.

**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 as regards school fees payment.

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 are advised 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 within two weeks of resumption of the term to which they relate.

3.3 Cash payments are not accepted at the school for the payment of school fees. Any fees paid in cash is considered invalid. Accepted methods of payment for fees will now include: Bank mobile App /Bank Teller.

**4. Early Payment Discount**. Fees which are paid in full on or before the first day of term will qualify for an early payment discount of 5%per term. Other discounts are available for paying multiple terms in advance. Please see the school accountant, administrator or any representative of the school management for details.

**5. Instalment arrangements (Payment Plan)**

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

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

5.3 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

5.4 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.

5.5 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.

NOTE: Our school fees policy is flexible hence reviews would be done from time to time to ensure smooth administrative structure for compliance.

Mr and Mrs\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent of: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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