School logo stays here.

**SCHOOL FEES POLICY**

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**1. Introduction**

The document is on EARLY BEGINNERS SCHOOLS/EARLY HEIGHTS COLLEGE fees policy.

Dear Parents/Guardians, please read carefully.

* 1. Your acceptance of offer of admission and enrolment of your ward is a consent that you agree to the fees and that you will be financially responsible.
	2. At the end of the expired term an invoice of fees due is issued for the next term.

This invoice shall be included in the end of term pack kit sent home and an electronic copy shall be available on student [www.earlyschool.org](http://www.earlyschool.org) portal.

* 1. All fees are to be paid in advance before the commencement a new term ie before or one the first day of resumption of a new term.

**2. Payment of Fees**

2.1 **Warning/Advise**.

Cash payment for settlement of fees is not allowed. **DO NOT GIVE CASH TO ANY OF OUR STAFF TO PAY TO THE BANK ON YOUR BEHALF** as the school will not be liable for any breach in that regard.

2.2 Acceptable methods of payment for fees will include: bank teller, bank transfer, debit/credit card via [www.earlyschool.org](http://www.earlyschool.org).

2.4 Any chosen mode of payment must **reference student name and class** for ease reconciliation.

**3. Receipt of payment**

3.1 Receipt is strictly electronic.

3.2 An automatic electronic receipt is generated on confirmation of payment by the school website portal software.

* For payment is made on [www.earlyschools.org](http://www.earlyschools.org) the bank authorized an automatic receipt if transaction is successful.
* For Bank transfer/Bank teller –Electronic receipt is issued upon confirmation of payment not later than 5 working days. Check student’s [www.earlyschools.org](http://www.earlyschools.org) portal for download.

**4. Advance Annual Payment – A session fee**

4.1 Advance fees payment is welcomed.

4.2 Advance payment also referred to as annual or a session payment, attracts 5% discount on tuition.

**5. Refund or Waiver of School fees**

5.1 School fees paid are not refundable.

5.2 Over payment shall be converted as advance payment/ credit.

**6. Fee Increases**

6.1 Fees are subject to increase from time to time.

6.2 Notification of fees increase will not be less than 21 days’ prior to date of effect.

**7. CLASSIFICATION OF FEES**

* 1. ***MANDATORY FEES***- They include-
* Tuition fee
* Examination fee
* Caution fee
* Parent Teacher Forum Levy
* and any other stated as compulsory fees on the invoice.

7.2 ***OPTIONAL FEES***- These are fees for additional services may be subscribe for –

* Meal
* Transport
* Co-curricular activities
* After School and any other, so stated.

7.3 ***RECORDS REQUEST FEE***- This is a fee for extra additional records requested.

* Transcript
* Transfer certificate re- issuance
* Testimonial re- issuance /Result certificate re- issuance etc

**8. FORM OF FEES (Duration)**

8.1 Termly fees are termly charged. A session consist of three terms. It is applicable for all classes except the terminal classes.

8.2 Biannual fees is for the terminal classes i.e Year 6, JSS 3 and SSS 3 that write external examinations. This payment is strictly biannual.

**9. SIBLINGS DISCOUNT**

13.1 Sibling eligibility – They must be more than one student from a Parent in EBGS schools to be eligible, **Not cousin(s)**.

13.2 The first of the siblings to enrol pays full tuition, 2nd – 4th may gets 10% discount of tuition each while 5t, 6th… … above 50% discount on tuition.