

GRACE BROOK ACADEMY

SCHOOL FEES POLICY AND PROCEDURE.

Dear Parent/Guardian

Kindly take time to read the following document. Sign it and have it returned in school.

School Policy

Grace Brook Academy (GBA) is committed to providing a holistic educational experience for students from diverse backgrounds and dispensations. It is with this intention in mind that GBA 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 GBA, 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 GBA 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 Management Responsibility

The GBA management 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 Management 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.

Settling the fees will be done in the following way:

- Full payment of amount invoiced by the first day of school reopening

Students admitted to GBA 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 GBA:

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 2,000/- for all classes.

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, and overheads associated with running the school. It also includes the cost for Internet, Locker, Activity and much more.

Meal Fees

GBA provides students with a balanced Break/lunch menu that appreciates the diversity of the student body. Lunch is an important time of day for GBA as it affords the children informal downtime to mix with staff and their fellow students thus building a community feel in the school. In this light, it is compulsory for all students at GBA to have school lunch.

Transport Fees

GBA 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.

To cater for the growing number of students we will not pick any child from their home gates. Specific pick up and drop off points will be allocated for all routes which will be friendly for the parents and enable us to pick all children on time and drop them on time.

PAYMENT OF FEES:

Discounts

GBA 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 and third sibling will receive a 5% discount on tuition fees and the fourth a 10% 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.

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: GRACE BROOK ACADEMY

Account Number: 2038958707

Bank: ABSA BANK

2. Bankers Cheques drawn in favor of Grace Brook Academy 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.

3. Pay bill Option

PAY BILL: 303030

ACC NO: 2038958707

Forward message to 0712951973 with Name of child.

- Please note the school shall not accept cash payments or personal cheques.

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: _____

Childs Name: _____

Signature: _____