

SCHOOL FEE DELINQUENCY POLICY



Policy Created - October 2024
Date of Next Review - March 2025

Purpose

This policy aims to highlight the significance of paying school fees by the due date and outline the consequences of failing to do so.

Policy

1. School fees must be paid in full by the due date specified in the Parent School Contract and fact sheet.
2. Parents are primarily responsible for ensuring that fees are paid on time, including receiving invoices and making payments.
3. The school reserves the right to send email and/or written reminders, as well as make phone calls and send SMS messages to parents who fail to make timely payments.
4. As per the Parent School Contract, school may temporarily suspend a student for up to three (3) school days during a term, either consecutively or intermittently, after issuing three (3) reminder letters/emails.

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5. The school has the authority to withhold transfer certificates, grade reports, mark sheets, transcripts, letters of recommendation, and re-enrollment for students with outstanding fees.
6. The school can withhold the re-registration of students for the next academic year if fees remain unpaid, and this will be documented through dated warning letters.
7. The school and/or its governing entity reserves the right to claim legal fees and related costs incurred in efforts to recover any outstanding fees.

Responsibility:

The school may update this policy time to time. It is the responsibility of every parent to be aware of and follow the policy currently in place.

Regards,



Ms. Shiny Davison,
Principal.