

Academic Year 2018-2019

Policy: School Fees

Approved By Board of Governors:	
Principal Approval:	
Review Date:	



Policy: Tuition, Other Fees and School Income

DEFINITION(S):

For the purposes of this policy, **the School** refers to Spectra Global School.

Tuition fees are those sums that are directly associated with educating students. **Other fees** include textbooks, uniforms, examination and transportation fees. **School fees** refer to both tuition fees as well as other fees which a School charges to Parents/Guardians.

The School's annual financial statement should outline optional activities that incur additional charges, falling outside tuition fees, for approval by MOE & HE. Fees associated with optional, extra-curricular activities which incur separate charges should not be included as part of tuition fees, as School may collect these charges subject to Parent/Guardian approval as described in the Spectra Global School Extra-Curricular Activities Policy

PURPOSE(S):

- To adopt clear and transparent approach to the regulation of fees, for both The school and Parents/Guardians that ensures tuition fees mirror the quality of education and that school fees are reasonable and approved by the MOE & HE.
- To outline the Schools' "tuition fees" structure and the reasons behind any fee increases.
- To enable Parents/Guardians to pay the required School fees in a timely and convenient manner.

POLICY:

Collection of School Fees in Advance

Registration Fees:

- **Once the student will pass the entrance assessment, Parents are asked to pay the registration fees.**
- **Fees are not refundable.**
- **The registration fees are charged only when the student is enrolled, not when applying.**

Re-registration Fees:

- **Fees are paid every year on before March to ensure that the student will continue for the next academic year.**
- **Fees are deducted from the 1st term fees.**



All registration and reregistration fees are deducted from approved School fees.

School will retain the registration or re-registration fees collected for each student, should the student attend any part, or days, of week 1 of the term or fail to show up at all without the Parent/Guardian notifying the School in writing before commencement of the summer break.

The School will not obtain any financial guarantees or deposits or application fees or first-time enrolment fees from Parents/Guardians as a means to register students or as payment of any of the remaining fee balance, even if such is refundable.

Tuition Fees and Other Fees

Tuition Fees:

There are at least three equal instalments for tuition fees in each academic year in order to enable Parents/Guardians to pay tuition fees.

The School will start to collect the first instalment within one month preceding the beginning of the school year. The first instalment shall be in August for Schools that start their academic year in September.

Please find below the due date for each term:

Fees	Due on or before
Term 1 -	30.09.2018
Term 2	31.01.2019
Term 3	30.04.2019

The School may retain a certain amount of the tuition fees in any of the following cases:

- If a student attends any part of week one of the term or fails to show up at all without the Parent/Guardian notifying the School in writing sufficiently in advance before the beginning of the break before the commencement of a term. In such a case, the School may retain the value of the registration or re-registration fees.
- If a student attends from more than four weeks in a term, the School may retain the value of one full term of tuition fees.
- If a student attends from 1 to 3 weeks in the term the school may retain the fees on daily basis.

These cases apply to newly enrolled students as well as students that register after a term has already commenced. Official holidays and absences from class are considered part of the week.



Transportation Fees:

- Transportation fees are not refundable.
- Paid once before starting the service and after receiving a confirmation call from the transportation team.

Entrance assessment fees:

- Paid only once, before accepting the child in the school.

Examination fees:

- To be paid every academic year.
- The fees covers external assessment processes within the school.

Book fees:

- Paid every year before the school starts.
- Covers all subject books and copy books.
- Not including stationary, parents needs to provide basic stationary for their own child's daily use.

Insurance fees:

- Paid only once.
- Refundable end of the year and only if the parents informed school 1 Month before the actual leave date by the student
- Refund only by bank cheque.

Non-Payment of School Fees

School herein publishes a clear, transparent policy for their response to non-payment or late payment of School fees. The MOE & HE will check that Schools honor the right of Parents/Guardians to have a payment system that is fair and reasonable and one in which Schools do not apply sanctions in a punitive way.

School will not dismiss students due to a delay in the payment of School fees; however, School may exclude a student internally or externally but only after sending three warning notices each being one-week apart in duration each time to a student's Parents/Guardians. The letter will clearly outline the procedure we will follow.

Further, School will withhold examination report cards, transfer certificates (or block a transfer on NSIS) and/or refuse re-registration for a student until all outstanding dues are settled.

School will not prevent students from sitting any end-of-term or end-of-year examinations or any examinations assigned during the term as a consequence of non-payment of School fees. School will act in a discrete manner when dealing with non-payment issues in order to protect the student from unnecessary attention and embarrassment.



MOE & HE POLICY:

Regulations required to be followed by the Private Schools regarding the collection of school (tuition) fees' cheques from the parents of the students in the beginning of the academic year.

1. The private school shall explain the policy of the collection of school fees to the parents while registering the students.
2. The private school management shall give the choice to the parent for paying the seat reservation fees in cash or to submit post-dated cheques for the first academic term.
3. The school fees shall be collected in the beginning of each academic term.
4. If the parent is unable to pay the tuition fees, the private school has the right for asking post-dated cheques as a guarantee for the payment of the tuition fees which is due for the academic term, whereby allowing the continuation of the student in the school in the beginning of the first academic term
5. In the event of non-continuation of the student in the school, and he is withdrawn or transferred before the commencement of the academic term, the amount of seat reservation shall be deducted, and the cheque shall be returned to the parent.
6. Whereas in the event if the student commences study and then got transferred or withdrawn before the end of the first month of the beginning of the academic term, the fees shall be paid as per the number of school days the student has attended along with deduction of the seat reservation fees if any.
7. The private school shall take care the continuity of receiving the students for education until the end of the academic year, and shall not link their continuity of education with the procedures of collecting the financial dues, and in the event of non-compliance of the school with this matter, the same shall be deemed as a violation to the laws of the Ministry.



Increasing School Fees

The MOE & HE will determine the specific requirements for Schools that wish to apply for approval to raise their School fees. The MOE & HE shall review these requirements and communicate them to Schools before the start of the application submission period.

Approval of Other Sources of Income

The School will procure the MOE & HE's prior written approval before it raises income from other sources such as grants, endowments and the rental of School buildings, grounds and facilities.

ROLES AND RESPONSIBILITIES:

The Board of Governors and the Principal will:

- Set the School policy on fees and the collecting thereof (e.g. tuition, uniform, books, transport and other curricular activities) in a reasonable, clear and transparent manner.
- Keep Parents/Guardians fully informed of such policy, by publishing fees on the School's own website and other available publishing means including roll ups in the reception area, finance and the admissions office.
- Follow the MOE & HE's procedures when submitting any request to increase School fees.

School Fees Structure for Academic Year 2018/2019

Fees	KG1	KG 2	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Grade 6
Tuition Fees Term 1	6,335.00	6,335.00	7,335.00	7,335.00	7,335.00	7,335.00	7,335.00	7,335.00
Tuition Fees Term 2	6,335.00	6,335.00	7,335.00	7,335.00	7,335.00	7,335.00	7,335.00	7,335.00
Tuition Fees Term 3	6,330.00	6,330.00	7,330.00	7,330.00	7,330.00	7,330.00	7,330.00	7,330.00
Registration Fees	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00
School Books	1,000.00	1,000.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00
Examination Fees	600.00	600.00	600.00	600.00	600.00	600.00	600.00	600.00
Insurance	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00
Assessment Fees	300.00	300.00	300.00	300.00	300.00	300.00	300.00	300.00

