

Fee Structure

The following rates and figures apply to all pupils at Willow Green Academy. These fees are subject to review. Generally, fees are reviewed annually but the school reserves the right to adjust fees more frequently if necessary. The fees are as follows:

FEES	Pre-School	Lower Primary
	Nursery and Reception	Grade 1 and 2
Registration deposit	\$150	\$150
Termly school fee	07h30 – 12h00 - \$950 07h30 – 13h00 - \$1100 This includes 1 Karate session per week and 1 football session per week. We do offer part time days for children in Nursery. Please contact us for more information on this.	07h30 – 13h00 - \$1250 This includes 1 Karate session per week and 1 football session per week.
<u>Optional After School Club fees</u> 13h to 16h 1 day per week - \$65 extra per term 2 days per week - \$130 extra per term 3 days per week - \$195 extra per term 4 days per week - \$240 extra per term 5 days per week - \$300 extra per term For example - If you want your child to attend after school Care Club for one day per week, it will cost \$65 extra per term. If you want them to attend 3 days per week, it will cost an extra \$195 per term etc... These days will need to pre-booked for the whole of the term. IN ORDER TO ACCESS THE AFTER SCHOOL CLUB, CHILDREN WILL NEED TO STAY UNTIL 13:00 HRS AND PARENTS WILL NEED TO PAY THE RATE OF \$1100 PER TERM		

ALL FEES ARE TO BE PAID AT THE BEGINNING OF EACH TERM.

IF FOR ANY REASON YOUR CHILD ATTENDS WILLOW GREEN ACADEMY FOR ONLY PART OF THE TERM, YOU WILL STILL BE LIABLE FOR THE FULL TERM'S FEE.

****ONE TERM'S WRITTEN NOTICE IS REQUIRED IF YOU WISH TO WITHDRAW YOUR CHILD FROM WILLOW GREEN ACADEMY****

SUNDRY CHARGES

Any chargeable school trips will be invoiced following signed permission slips being returned. Payment for these trips will be payable before the trip start date.

Other sundry items such as uniform is not included in the fees and will be invoiced separately.

Ballet lesson fees are paid to the ballet teacher.

Registration deposit

Once a place has been offered to your child you will need to pay a registration deposit of \$150. This will be returned at the end of your child's final term at the school and after all financial obligations to the school have been settled.

Fee Policy Terms and Conditions

1. All payments are payable in USD or Kwacha equivalent
2. School Fees are billed prior to the commencement of each term and are due on or before the start of each term, or as defined in any written agreed payment plan.

Late Payments:

Late payments may lead to the following:

- **A second reminder being sent if fees are not paid within 5 working days after the due date.**
- **An additional 2% late fee being applied.**
- **If fees are not paid within 10 working days after the due date, the student may be excluded until payment is received. Parents/guardians will be informed in writing before any exclusion.**

3. All bank charges (your bank and the school's charges) relating to cheques, direct transfers and cash deposits must be paid by yourself.
4. Parents who are unable to pay the full term's School fees by the due date must please communicate this to the Head before the due date. The Head, in conjunction with the Financial Manager, will facilitate the drafting of a Payment Plan.
5. If for any reason your child attends for only part of the term, you will still be liable for the full term's fee.
6. A full term's written notice is required when withdrawing a child from the school. If such notice is not received, the school will charge a term's fee in lieu of notice
7. Any breach of the Terms and Conditions stated herein could result in the child being excluded from school until the situation is resolved.

Payments can be made Via

- **Cash payment direct to the school**
- **Mobile money payment (please ask for details)**
- **Bank transfer**

Please make all cheques payable to Love of Learning Pre – Primary Limited

Please note that Willow Green Academy is a trading name, and at present, all payments are to be paid into the Love of Learning Pre-Primary Ltd bank account.