



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:

Pre – School (Nursery and Reception) Fees	
Registration deposit \$150	
	3 Termly payments of
7.30–12.00 hrs (12 hrs on Friday)	\$950
7.30–13.00 hrs (12 hrs on Friday)	\$1100 - This includes 1 Karate session per week and 1 football session per week.

Grade 1 and 2 Fees	
Registration deposit \$150	
	3 Termly payments of
7.30–13.00 hrs (12 hrs on Friday)	\$1250 - This includes 1 Karate session per week and 1 football session per week.

Optional after school club fees
<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

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

Please read, sign and return this page to the school

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. Advance payments for the whole academic year (paid in full by the start of the 1st term) will attract a discount of 10%
4. A family who has 2 or more children enrolled at Willow Green Academy at the same time, will receive a 5% discount on their tuition fees for the second and subsequent child/ren.
5. All bank charges (your bank and the school's charges) relating to cheques, direct transfers and cash deposits must be paid by yourself.
7. 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.
8. Withdrawal of child for a single defined period of time:
 - A child can be taken out of school for a maximum of one term without losing their place at the school.
 - For pre-agreed absences of 50% of the term or more, then 50% of the term's tuition fees apply.
 - For pre-agreed absences of less than 50% of the term, then 100% of the term's tuition fees apply.
 - An absence is deemed as pre-agreed if the school is notified at least 6 weeks in advance.
 - For any absences that are not pre-agreed at least 6 weeks in advance, then 100% of the term's tuition fees apply.
9. 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.
10. Late Admission
 - When a child is enrolled after the mid-term point (each term), 50% of the term's tuition fees will apply.
11. Late pick up
 - Children must be collected on time. Repeated late pick-ups will result in charge as compensation for the over-time for the staff members that work within these time frames.
12. Any breach of the Terms and Conditions stated herein could result in the child being excluded from school until the situation is resolved.

I have read and understood these terms and conditions and agree to fully adhere to them

Name:

Signature:

Date: