



SCHOOL FEES POLICY & PROCEDURE

School Policy

Nairobi International School (NIS) is committed to providing a holistic educational experience for students from diverse backgrounds and dispensations. It is with this intention in mind that NIS 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 NIS, 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 enrol their children at NIS 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 Board Responsibility

The NIS Board 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 Board, 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 of ONE term's OR FOUR (4) months' notice for an increase in tuition fee 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 by the first day of school reopening.

Students admitted to NIS before half term will be required to pay the full term's fees whereas those admitted after half term will be charged 50% of the fees.

FEES LEVIED AT NIS:**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 Kshs25,000/- for all classes.

Caution Fee/Security Deposit

For each child, a security deposit is required. The security deposit shall be refunded without interest, upon a child's permanent departure from the school.

The caution fee is subject to deductions if one or both of the obligations below have not been met upon a student's final exit clearance from the school:

1. Full settlement of all due fees.
2. Return of all borrowed school possessions undamaged.

Caution fee shall be refunded by cheque upon satisfactory exit clearance by the child. The caution fee needs to be claimed within two years of a student leaving the school.

Withdrawal Fee

Parents are required to give the school **ONE academic term's** notice IN WRITING and receive an acknowledgment IN WRITING from the Head of School, in the event that they are withdrawing their child(ren) from school. This gives the school ample time to re-work and re-adjust budgets for the next term.

The school will charge one full term's fee in lieu of this notice.

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, study materials -which includes exercise and text books- as well as the overheads associated with running the school. It also includes the cost for internet, insurance, locker, activities, lunch, clubs, food and nutrition.

Transport Fee

NIS provides transport services for parents who would prefer to have the school deal with the logistics of getting their children to and from school.

The transport fee is determined according to the distance from the child's home to school and whether the student uses one-way or two-way transport. The distances have been broadly categorized into 6 zones.

PAYMENT OF FEES:

Discounts

NIS 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 sibling will receive 10% discount on tuition fees, the third sibling will receive 15% discount and the fourth a 20% 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.
A student will be eligible for early payment discount once he/she completes a whole term with school.

Mode of Payment

The school recommends the following methods of payment:

1. Directly transferring the funds to the school account (see details below). The deposit slip should then be brought to school upon which a receipt will be issued.

Account Name: **NAIROBI INTERNATIONAL SCHOOL**

Account Number: **01129650642300**

Bank: **The Co-operative Bank of Kenya Ltd**

Branch: **Lavington**

2. Cheques drawn in favour of Nairobi International School should be brought in to school by the parent. A receipt will be issued by the accounts department once the cheque is cleared.

3. M-Pesa/Pay bill: School fees can also be paid via M-Pesa. Details are as follows: -

Pay bill No: **400200**

Account No: **01129650642300**

**Please note that the school shall not accept cash payments.
Cheque return charges will be KShs2000/-**

Space Retention Deposit - This deposit is payable at the time a student is to pause schooling at NIS for whatever reason, to guarantee a place for the following term/academic year. The Space Retention Deposit is a non-refundable payment and is 25% of the tuition fees. Paying this deposit confirms your space at NIS: meaning the spot will not be given to another student.

Exam candidates need to settle outstanding fees before registration of exams failing which they will not be registered for the same.

I have received, read and noted the School Fees Policy:

Parents' Name: _____

Signature: _____