



BOAZ INTERNATIONAL SCHOOL

OLENGURONE AVENUE, LAVINGTON, NAIROBI, KENYA

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SCHOOL FEES POLICY AND PROCEDURE

SCHOOL POLICY

At Boaz International School, we are committed to providing high quality, holistic education for all students in our care. As a result, each family is expected to meet its financial obligations to the school so that we can provide contemporary and effective educational opportunities now and into the future. Boaz international school aims to maintain an optimum fees level that will be tenable to both parents and directors of the school.

Confidentiality

The school is mindful that it is placed in a position of trust by all stakeholders and there is a general expectation that a professional approach will be used in all matters of confidentiality. Issues relating to school or inability to pay are treated with such confidentiality.

School Board Responsibility

Boaz international school board has the responsibility to set fees at a considerable level to maintain quality education. The school board will ensure that any increase in fees are reasonable and communicated in a timely manner to allow for parents to plan and make readjustments to their school fees budgets. A minimum of one or four months' notice for an increase in tuition fees shall be adhered to by the board.

Parent Responsibility

Prospective parents/guardians will also be informed that on enrolment of their child, they accept the responsibility for the payment of tuition fees and other costs associated with the education of their children. Prompt payment of tuition and fees is required of all parents and is an essential part for the school to operate. For the sake of your peace of mind and for the general financial stability of our school, we encourage parents or guardians to contact the school as soon as possible when they are anticipating financial difficulties.

FEES LEVIED AT BOAZ INTERNATIONAL SCHOOL

Admission Fee

A onetime admission processing fee of kshs.5,000 is due at the time of application for each child irrespective of the time of enrolment. This applies to all classes.

Tuition Fee

Tuition fees are charged every academic term. The fees vary with the class the child is in. the fees encompass the cost of direct teaching staff and study material as well as the overheads associated with running the school. It also includes the cost for internet and clubs.

For grade 11, 12 & 13 the three terms fees is paid in 2 instalments.

Activity Fees

Dependent upon activity costs, parents will be communicated by the school prior to the trip/activity.

Lunch and transport be provided or arranged by parents on their own.

Caution Fee/Security Deposit

For each child caution fee of Kshs10,000 is deposited on admission, refundable without interest, upon a student's final exit/clearance from the school. This is refundable upon satisfactory exit clearance by the child. That caution fees are to be deducted if one or both of the obligations below have not been met upon student's exit/clearance from the school.

1. All borrowed school possessions has been returned undamaged.
2. If all fees has been settled.

Student Withdrawal Fees

The school does not refund any payment made.

PAYMENT OF FEES

Discounts

The school does not ordinarily offer discounts to students as all fees levied. However, exceptions will be made for;

1. Siblings

5% discount will be extended to third student from same family. 15% discount for the fourth student which will remain fixed for any subsequent children. The discount will be exclusively on tuition fees.

Mode of Payment

These are the recommended method of payment by the school ***EXCEPT CASH***

BANK : NCBA
BRANCH : LAVINGTON

LIPA NA MPESA: PAYBILL: 880100
A/C: 313631

Installment Payment Procedure

The total tuition fee can be paid in two equal installments. However, parents must convey this request to the school on the first week of term and sign an understanding confirming the dates of payments as set up by the school.

The installment can be done as below;

- 50% at the beginning of the first week.
- 50% on the first week of the second month.

PLEASE NOTE

- Full term fees will apply for any admissions done any time.
- All outstanding fees are to be settled for a student to be registered for the same

I have read, understood and acknowledged the school fees policy:

Parents

Name.....

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Signature:.....

Date:.....

