

## KIVUKONI SCHOOL FEE POLICY

Kivukoni aims to make a good quality education available to a wide range of children in the Kilifi community. This is facilitated by strategic use of funds, where it feels they have the most impact for the student community in both the short and long term. It is also facilitated by parents being fully aware of the financial commitment, and planning ahead to pay fees in a timely and consistent manner.

### **FEE REALITIES, CHALLENGES and MONTHLY AGREEMENTS:**

We encourage all families to be realistic about what is possible for them in terms of school fees, and not to enrol students if it will put unreasonable pressure on the family, or be a constant challenge to both the school and the parents. This consideration is ultimately in the student's best interest so as not to experience interruptions to their learning, or have to change schools midway through their learning journey. Once parents have fully considered the details in this policy and accepted the commitment to pay school fees, the school is held responsible to collect fees in full and on time, in order not to challenge school systems or disadvantage others in the school community.

### **MONTHLY/ BI-TERMLY PAYMENT PLANS:**

In order to be supportive of our parents through hard times and to enable school fee payments to be as manageable as possible there is the option to pay part payments per half term, or regular monthly payments. These are administered upon application and after a meeting with the accounts department, and a signed agreement by both parties. These monthly payments must be strictly adhered to. If there are unique financial circumstances that impede payment, a letter must be written to the School Advisory Board and school director requesting for an extension. Terms of the extension will then be discussed in person.

**LUNCH AND SNACKS:** A healthy lunch, drinking water and 2 healthy snacks (for full days) are provided for all students. The substantial food costs are included in the fees as it is school policy for all students to enjoy eating a healthy diet together, with minimal waste and packaging.

In Key Stage 3 (Years 7-9) school lunch is optional, and those who commit to bringing a daily packed lunch will receive a credit on their account of 12,000 KES. They will still receive morning and afternoon snacks. There is a Packed Lunch policy for these key stages which must be adhered to for those that choose this option.

### **BANDED FEE STRUCTURE:**

In the quest to make a good quality international education more accessible in our community, and to increase the diversity and inclusivity of the school, Kivukoni offers a number of means-tested bursaries, upon application. Additionally there is an allocation of further 'assisted places', which are sponsored by donors and are strictly limited in number with a more rigorous application process.

On top of this, families who receive assistance with school fees from their workplace are eligible to pay a 'Band 1' rate, greater than the standard rate, as per arrangement with their representatives.

**STANDARD FEE:** This is the default fee and is payable per term, with 3 terms in the year.

**BURSARIES:** Parents/guardians wishing to apply for a bursary must complete the bursary application form, declaring all forms of income and assets, and arrange a meeting with the school bursar to review

circumstances. Current copies of salary slips for both parents/guardians plus any other forms of income and assets must also be shared. These details will then be processed by finance management in line with the 'decision tree' process. If the outcome is clear, the decision can be made by school management and reported back directly to parents. If there are complicating factors, the decision will be passed through the school board's external finance committee before confirming the decision.

Where there are no more bursary places available in any key stage, no further applications will be processed.

Bursary places must be reapplied for every 2-3 years, or as requested by management, via the same process, in order to secure the discount moving forward. Parents re-applying will not be denied the bursary support unless:

- Their situation has changed and their income and assets are now above the thresholds
- Their fee payment history has been problematic, or fees have not been honoured as per agreement

Parents with bursaries are also encouraged to share any change in circumstance voluntarily, allowing Kivukoni to proffer the bursary position to others who may be in greater need.

**ASSISTED PLACES:** In special circumstances, further assistance may be offered, as made possible by our sponsorship scheme. Parents/guardians will be invited to apply for assisted places where relevant, and a further process takes place with the accounts team and school management. These assisted places are guaranteed for 2-3 years before re-application is necessary. The hope is that they will continue until the students complete their learning journey at Kivukoni.

**FEE INCREMENTS:**

School fees rise at various stages through the school, in relation to the age and stage of the students. These Key Stage increments are slightly variable each year, but are based on the following structure:

	FS1	FS2	Key Stage 1 (years 1 and 2)	Key Stage 2 (years 3-6)	Key Stage 3 (years 7-9)	Key Stage 4 (years 10+11)
% increment in next class/ key stage	35%	23%	35%	30%	25%	5%

Annual inflationary fee increments on top of these 'key stage' rises are determined annually in line with budget requirements, and this will be subject to review at the start of the third term. Generally this may be a 4-6% increment each year, but when possible, it may be lower, or when strategically necessary it may be higher. In exceptional circumstances the school board may approve a rise in fees mid year, though circumstances would need to be made clear to parents in advance, with at least 2 months notice.

All income goes into the operational and development costs of the school.

**DISCOUNTS AVAILABLE FOR ALL FEES:**

- 5% discount is awarded for fees paid a whole year in advance, **before** the first day of term.
- An 8% sibling discount is granted per successive pupil (after the first child) for legally recognised siblings.
- If 4 siblings from one family are in school, the 4th child receives a 16% discount.

### **REFUNDABLE CAUTION DEPOSITS:**

On admission all parents must pay a 35,000Kshs caution deposit per child. (revised upwards for parents joining from Sept 2022)

Caution deposits will be refunded in full when children leave the school, assuming we have received **a full term's notice** and all accounts have been settled. Caution deposits will not be refunded where full term's notice was not given, or school resources have been lost or damaged.

### **NOTICE OF LEAVING:**

**Parents/guardians agree to give a term's notice** if they intend to leave the school, or to provide payment for tuition in lieu of notice. This is because the school may have turned other students away in your place; budgets are carefully planned ahead, and changes to circumstances are difficult for the school to manage.

### **PAYMENT OF BUS:**

This termly payment will be accounted for separately, but is subject to the same regulations as regular school fees. Failure to settle bus fees will result in the 'seat' going to another student. No part payments are allowed.

### **PAYMENT OF CLUBS and EXTRAS:**

These are invoiced by the school, and subject to the same payment procedures and regulations as regular school fees. Students may be prohibited from joining clubs or taking up extras that involve additional costs for the school if their fee payments have not been regular or up to date.

### **PAYMENT OF and ACCESS TO SCHOOL TRIPS:**

For regular day trips, one per term, these are invoiced in advance, based on the average projected cost over the year.

Residential trips in Term 3 for Year 4-10 are invoiced separately, as the costs are significantly variable each year. All school trips are optional but highly recommended. Kivukoni endeavours to find support where possible for all students to take part in residential trips.

### **EXPECTATIONS OF PARENTS/ GUARDIANS:**

By signing the agreement attached, parents/ guardians are committing to:

- Pay school fees on or before the **due date on their invoice**.
- Pre-arrange for a monthly payment plan with the accounts department if required (in advance of the due date).
- Understand that if fees are not paid within 14 days of the due date, or strictly as per monthly agreement, their child(ren) may not attend class until fees have been paid (unless the finance department has approved otherwise).
- Accept that no assessments, reports or teacher evaluations will be shared until school fees have been settled.
- Agree to give a full term's notice if students are to leave, or pay fees in lieu of notice
- Agree to forfeit the Caution Deposit where a full term's notice is not given, or where school property is not returned, or is lost or damaged.

## **REGISTRATION AND ENROLMENT OF NEW STUDENTS:**

In order to confirm registration at Kivukoni School the following process must have taken place:

- Parents/ guardians should have received confirmation from admissions that there is a place for your child/children in the agreed class.
- Registration fee of 8000 kes and a refundable Caution Deposit of 35,000 kes must be paid to secure a place.
- Fee policy and agreement must be read and signed by the parent/ guardian.
- Tuition fees must be paid as per invoice due date.

**Failure to settle any outstanding balances, including clubs/ extras, by the end of the term will result in the following:**

- Retaining of school reports or assessments until school fees have been resolved.
- Written communication at the end of term warning that pupils will not be able to return to school unless the balance for the previous term is paid.
- Advice that unless balances are cleared, a students' place in class is no longer guaranteed the following term.

**Withdrawal of children and settling of fees:**

- Where parents were not able to settle the fees as per this policy, and children have to be withdrawn, the fees will continue to be sought until full settlement is made.
- Where necessary debt collectors may be employed or legal action will be taken.
- Clearance letters to other schools will not be issued until fees are settled in full.
- Caution Deposits will be credited against fee balance.

**EXTENSION REQUEST TO FEE PAYMENTS:** In exceptional circumstances an extension may be allowed up by written request and signed agreement with the accounts department. This must be approved in good time by the accounts department to avoid the defaulting procedures as laid out below.

**School Fees can be paid by the following means:**

1. Directly into the school bank account, and deposit slips sent to school, or scanned and printed out, as per details on the invoice or fee structure.
2. Cheque written to 'Kivukoni Ltd'  
(any associated costs of cheques that are bounced for whatever reason will be charged to parent account)

NB: There are no cash payments allowed for school fees.