



226 Churchill Drive, Marlborough, Harare

School Fees Payment Policy:

1. All school fees for the term shall be paid in full on or before the beginning of the term for the smooth running of the School.
2. In case of any financial challenges, the parent(s)/guardian(s) may make a payment plan to pay fees in not more than 3 installments as follows:
 - 1st installment: Before the School term begins
 - 2nd installment: By the First month of the term
 - 3rd installment: By the Second month of the term
3. Any outstanding school fees after the first 2 months of the term shall attract 10% interest to cover the borrowing costs for funding the financial gap created by the outstanding fees.
4. School fees refunds shall not be paid for absenteeism. Please kindly note that registration, bus levy and stationery fees are non-refundable. Refunds paid where necessary shall be charged a handling fee of 10%.
5. Should you require to withdraw your child from the school for any reason, a full term's notice shall be given in writing, otherwise a full term's fees shall be charged in lieu of the notice.
6. Failure to comply with the payment of school fees may lead to the non-admission of the child into the school or withholding of the child's end-of-term report.
7. Failure to pay the school fees policy will result in the school instituting legal action to recover the fees. Parents or guardians handed over for collection will be liable for the resultant legal costs incurred.

Declaration

I/We being the parent(s)/guardian(s) of the above-named child do hereby consent to abide by the terms and conditions of the enrolment, rules and guidelines for pupils and of the above School Fees Payment Policy. I/We further acknowledge that in the event of legal action being taken against myself/ourselves for the recovery of any outstanding fees, I/we shall be liable for all legal costs on the scale of legal practitioner and client scale or collection commission in terms of the Law Society tariffs, whichever is applied.

Signature of Parent / GuardianDate.....