



CF School Policy on School Fees and Payments

Introduction

This policy outlines the procedures and guidelines for the payment of school fees, as well as the obligations and responsibilities of parents/guardians regarding tuition and associated fees. The policy applies to all students enrolled in CF School school, and the school reserves the right to make adjustments to fees as necessary. All fees are due and payable in accordance with the terms outlined below.

School Fees

- **Annual Tuition Fee:** The tuition fee covers the cost of teaching, learning materials, and general school services. Fees for each academic year are determined by the school administration and are communicated to parents/guardians prior to the start of the school year.
- **Additional Fees:** In addition to the tuition fee, parents/guardians may be required to pay for extra services such as:
 - Registration or application fees - \$300
 - Textbooks and supplies - \$500 annually
 - Extra-curricular activities (e.g., field trips, private music lessons)
 - Exam fees (for external examinations, where applicable)
 - Uniform costs

These additional fees are specified in the fee schedule, and are due at the time of invoicing.

Payment Methods

Fees may be paid using one of the following methods:

- **Annual Payment:** A one-time full payment for the entire academic year (\$19,740)
- **Termly Payments:** Payment in three equal installments (\$7000 per term)
- **Monthly Payments:** Payment in ten monthly installments, due on the first day of each month (\$2289 per month)

Payment methods may be updated periodically, and all payments must be made through the school's designated bank account. Payments made through any other method are not considered valid.

Fee Due Dates

- **Annual Payment:** Due August 1st 2025
- **Termly Payment:** Due August 1st 2025, December 1st 2025 and April 1st 2026
- **Monthly Payment:** Due on the first day of each month, starting August 1st 2025 and continuing through to May 1st 2026.

5. Late Payments and Penalties

Failure to make payments on time may result in the following:

- **Access to School Services:** After 10 days of non-payment, the school reserves the right to restrict access to certain school services, including extracurricular activities, after-school programs, assessments and reports and participation in examinations or other key activities.
- **Suspension or Withdrawal:** If fees remain unpaid after 20 days, the school reserves the right to suspend or withdraw the student from classes until payment is made or an appropriate payment arrangement has been agreed upon.

6. Withdrawals and Refunds

- **Notice of Withdrawal:** Parents/guardians are required to provide 12 weeks' notice in writing to the school if they intend to withdraw a student before the end of the academic year. In the absence of 12 weeks' notice the full school fees are due.
- **Refunds:**
 - **Withdrawal Before the Start of the Year:** If a student is withdrawn before the academic year begins, all paid fees, except for a non-refundable registration fee of \$1000, will be refunded.
 - **Withdrawal During the Year:** If a student is withdrawn after the academic year has begun, no refunds will be given for tuition fees for the term in progress.

7. Financial Assistance

The school may offer limited financial assistance based on need and availability of funds. Parents/guardians wishing to apply for financial assistance should contact the school administration by August 1st, and applications will be considered based on the school's criteria and available resources.

8. School Fee Adjustments

The school reserves the right to adjust school fees annually or as required. Any fee increases will be communicated to parents/guardians in advance and will take effect from the start of the next academic year.

9. Payment Responsibility

It is the responsibility of the parents/guardians to ensure that fees are paid promptly. Failure to comply with the terms of this policy may result in the suspension of the student's enrollment.

10. Conclusion

By enrolling a student at CF School parents/guardians agree to adhere to the terms outlined in this School Fees and Payments Policy. The school values a cooperative relationship with parents/guardians and encourages open communication should any issues arise related to fees or payments.

This policy is subject to review and may be amended as required.

Approved: April 2025