

CONDITIONS REGARDING THE PAYMENT OF SCHOOL FEES

1. DEPOSIT

An advance payment (“the Deposit”) of half of one full term’s fees shall be paid upon receipt of a written offer of a place from the School in order to secure the place. Any deposit paid shall not be refundable in the event that the pupil does not take up the place offered for whatever reason.

The deposit shall be repaid when the child leaves the school, on condition that due notice has been received by the school (*see Section 4 below*).

The school shall be entitled to deduct all or part of the deposit to offset any payment then owing by the student to the School or to settle any monies which are properly determined by the School as to be due and payable.

2. ADMISSION

The Child/Pupil shall not be admitted to the School and the School shall not accept any payment from the Parent/Guardian unless the Parent executes and returns the Contract Regarding Payment of Fees, the Admission Form, and the Indemnity Form and comply with any other admission requirements. The Child/Pupil shall forfeit the place given by the School in the event that the said forms shall not have been returned within 2 days of collection by the Parent.

3. SCHOOL FEES

The Management of the School require the fees to be paid **on or before the first day of each term** and reserve the right to return a Child/Pupil home should the fees not be paid by the 14th day of term.

- i) Fees not paid by the 14th day of term will attract an automatic 3% monthly cumulative surcharge on the balance outstanding.
- ii) Remission of school fees is not made in cases of illness or absence through infection or any other cause.
- iii) Any costs incurred by the School in pursuing recovery of any outstanding fees shall be borne by the Parent/Guardian.

4. NOTICE

Notice of intention to remove a Child/Pupil from school must be in writing to the Headmaster and sent so as to reach him, at the latest, before the opening of the term at the end of which the child is to leave; **otherwise payment of the next term’s fees will be required.**

Parents/Guardians who withdraw their Children/Pupils at any time for leave or any other reasons during the term **are liable for the full term’s fees.**

The conditions stated herein above shall remain in force from the date of admission of the Child/Pupil until the date of departure from the School.

5. EMERGENCY

In the event that the school is unable to contact the Parent/Guardian, the school reserves the right to give permission for the administration of a general anaesthetic, if recommended in an emergency by a hospital or doctor.

6. JURISDICTION

The Headmaster reserves the right, without giving any reason whatsoever, to require the immediate withdrawal of any Child/Pupil.

The Parties hereby agree that the Courts of Kenya and the applicable Kenya Law shall have jurisdiction to settle any dispute arising from this agreement.

7. ENFORCEMENT OF THE TERMS AND CONDITIONS

It is hereby agreed that the above terms and conditions shall be deemed to constitute a valid Contract between the Parent and the School and shall be enforceable in a Court of Law in the event of default.

We agree to abide by the above conditions.

Signatures of *both* Parents/Guardians:

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Date: