

# Preschool Tuition

## Annual Fee Schedule and Payment Policy

### 2016-2017 School Year

Please Note: There is **NO CHILDCARE** available before **8:30 a.m.** or after **3:30 p.m.** each day. A **full day** preschool program is **not** offered.

| Annual Tuition   | Per Student |
|--|-------------|
| <b>Morning Class: 5 Days a week</b><br>Monday to Thursday - 8.30am to 11.30<br>Friday- 8.30am to 11.00am     | \$3,403     |
| <b>Afternoon Class: 5 Days a week</b><br>Monday to Thursday - 12.30pm to 3.30pm<br>Friday- 12.00pm to 2.25pm | \$3,403     |

- Tuition fees only apply to actual tuition.
- **The Bus fee is \$600 per Semester or \$1,200 per year.** This fee applies only to those utilizing the Bus/Transportation system.

### PAYMENT OF FEES

1. 1<sup>st</sup> Semester fees are due on or before the first day of classes. **Students who have not paid by September 1st will not be allowed to attend classes thereafter, until all fees are paid or the Tuition Fee Payment Plan has been approved.**
2. 2<sup>nd</sup> semester fees are due on or before the first day of classes. **Students who have not paid by February 1st will not be allowed to attend classes thereafter, until all fees are paid or the Tuition Fee Payment Plan has been approved.**
3. Special note: If fees are paid by an organization, it is the parent's responsibility to ensure that their organization submits the fees prior to the deadline dates.
4. All fees must be paid in US Dollars or Kenya Shillings. Electronic payments by direct deposit at Commercial Bank of Africa or Santander Bank (U.S.A.) are strongly encouraged. The Business Office also accepts payments by check or banker's draft. Payments by USD or KSH currency are encouraged to be deposited at Commercial Bank of Africa. Credit card payments are also accepted, with an additional fee of 2.83% included in the transaction
5. For payment in Kenya shillings, the exchange rate is adjusted on a monthly basis. For information on the current exchange rate, please contact the Business Office.
6. Additional charges will be incurred for: hot lunch services, lost or damaged textbooks, equipment or locks, AP exams, etc.

### **REFUND/PRO-RATION OF TUITION FEES**

1. Tuition fees and Bus fees are pro-rated by the week.
2. If a student is expelled from school, there will be no refund of any fees.

### **NEW STUDENT APPLICATIONS**

1. An application fee of \$100.00 is due upon submission of the application form. This is a non-refundable and non-transferable fee.
2. Each application is only considered for the year requested and will not be carried forward. Should it be necessary for a child to remain on the waiting list for successive years, it is the parent's responsibility to make new application each year, with an application fee.
3. New applications will not be accepted more than 18 months prior to the anticipated date of enrollment.

### **CONTINUING STUDENTS**

1. Students who are continuing will complete a new application form and return it to the Admissions Office not later than March 1.