



ADMISSIONS AND SCHOOL FEES POLICY

Contents

Policy Statement 3

Policy Objective..... 3

Scope of the Policy..... 3

Admissions Procedures 3

School Fees Billing and Payment Procedure 4

 Interview Fee 4

 Admission Fee 4

 School Fees Invoice 4

Fee Refund or waiver 4

Information about Fees 5

Review 5

Related Documents..... 5

Policy Statement

Kagaki School has an unwavering commitment to provide quality pre-primary and primary education. Armed with a vision of being recognized as a leader in all spheres of education, the School strives to provide a perfect environment for the holistic development of the child. It is in light of this commitment that Kagaki School maintains a favourable Admissions and School Fees policy, in order to maintain quality standards of education and to guarantee the welfare of your child.

Policy Objective

The main objective of this Policy is to create a clear, unambiguous admissions framework, as well as a school fees payments policy.

Scope of the Policy

This Policy applies to the parents and guardians of prospective learners and ongoing learners at Kagaki School.

Further, the Policy applies to the Kagaki School Board which is vested with the powers to review and recommend school fees.

Admissions Procedures

Kagaki School retains the right to admission, subject to the availability of placement positions, and the Constitutional safeguards of equality and non-discrimination.

The admissions procedures as well as the admissions form are available on our website <https://kagakischool.sc.ke/admission-application/>.

School Fees Billing and Payment Procedure.

Interview Fee

A non-refundable fee of Kshs.500 is payable for Primary School Level interviewees, and Kshs. 250 for lower primary level interviewees.

Admission Fee

A one time, non-refundable fee amounting to one quarter ($\frac{1}{4}$) of the total school fees payable for the requisite term is payable before admission.

School Fees Invoice

A detailed fee structure is provided for new students before admission setting out the non-recurrent fees in addition to the subsequent school term's fees.

A school fees invoice for the subsequent school term shall be sent to parents and guardians before the commencement of every school term. This is with a view to grant parents ample time and opportunity to pay up school fees in good time to avoid disrupting their children's learning during the term.

School fees are strictly payable in full before the advent of the third month of the term.

Kagaki School reiterates that parents and guardians have a legal and moral obligation to pay school fees for their children, flowing from the principle of Parental Responsibility.

Fee Refund or waiver

There shall be no waiver or refund of school fees for any reasons whatsoever including but not limited to extended vacations, late reporting, late admission, acts of God, withdrawal or illness, of the learner from the school.

Exceptions:

- I. In other exceptional circumstances where a refund is sought, such refund shall be at the sole discretion of the Board.
- II. Where there is a legal liability including liability under a court order.

Information about Fees

The Parents or Guardians consent to the School making enquiries of the learner's previous schools for confirmation that all sums due and owing to such schools have been paid, by way of the Transfer/Release Letter from the previous school.

Review

This policy is subject to review as the need arises.

Related Documents

This policy is a complimentary document to the Admission Letter, Admissions Form and the School Fees Structure and Invoice.