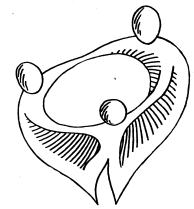


Nairobi Waldorf School



School Fee and Payment Policy

The Nairobi Waldorf School is a private institution, primarily financed with income generated through school fees. The School is governed by a Board of Trustees, managed by a College of Teachers, and supported by a School Administration.

The School offers a high quality education and all parents are expected to pay full school fees for their children. The school fees cover most of the learning materials used during a school year and include the school lunches. Extra-curricular activities, trips and excursions, extra lessons, and transport using the school bus are not included in the school fees and are invoiced separately.

School fees can be paid annually, per term or based on arrangements indicated under the section 'Payments'.

No deduction or refund is given in cases where a child reports to school after a term has started, leaves before the end of a term, or is absent for any part of a term or school year.

If a parent wishes to withdraw a child from the school, a 3-month written notice is required or payment of a term's fee in lieu of notice. The notice must be sent to the School Administrator and it is the parents' responsibility to follow-up and confirm that such notice has been received on time.

I. General Regulations

1. Application Fee

- a) A non-refundable application fee of Kshs 5,000 (five thousand) is payable per child at the time of submitting the application for admission for either the Kindergarten or the Primary School.
- b) Following the application submission, the School will undertake an assessment of the child for admission.
- c) Children moving from Kindergarten to Primary School will not need to pay another application fee. Admission fee and security deposit apply in full.

2. Admission Fees

** In effect for incoming students for the term beginning January 2015**

- a) Each child admitted to the Waldorf Kindergarten will pay a non-refundable admission fee of Kshs 7,000 (seven thousand).
- b) Each child admitted to the Waldorf Primary School will pay a non-refundable admission fee of Kshs 12,000 (twelve thousand).
- c) The Admission fee upon receipt will secure the child's place in their respective class.
- d) Each child having been admitted to the Primary School from the Kindergarten must also pay the additional Kshs 12,000 admission fee. The previously paid Kshs 7,000 admission fee is not credited.

3. Security Deposit

At the time of enrolment, a deposit of Ksh 10,000 for Kindergarten pupils and Ksh 25,000 for Primary School pupils is charged. This will be refunded on completion of the pupil's education at the School or earlier provided the School notice provisions have been adhered to. If a pupil is responsible for damage to any school property during their time at the School, the School reserves the right to deduct any replacement or repair cost from the deposit.

**** The below policies in effect for ALL families as of September 2015****

a) Each child admitted or currently enrolled in the Kindergarten will pay a refundable security deposit of Ksh 20,000 (twenty thousand) that will be retained by the Nairobi Waldorf School (without interest accumulation).

b) Each child admitted or currently enrolled in the Waldorf Primary School will pay a security deposit of Ksh 50,000 (fifty thousand) that will be retained by the Nairobi Waldorf School (without interest accumulation).

c) When a child transitions from the Waldorf Kindergarten to our Primary school, the family will pay Ksh 30,000 (thirty thousand) to "top up" their security deposit from the Kindergarten to the Primary rate.

d) Upon completion of a child's time at the School or Kindergarten or withdrawal for any reason (**with 3 month written notice**), the deposit will be returned to the parents within one month of the departure date pending that all outstanding school fees have been settled and no other claims or open balances exist.

e) The School may use the security deposit, or parts thereof, in the following cases:

- Insufficient notice is given about the withdrawal of a child from the School.
- Any damage has occurred to the property of the School by a respective child.
- Outstanding school fees have not been settled, or any other open balances exist.

4. Discounts

Discounts are only available for term fees. Discounts do not apply for transport, afternoon care, or any other fee.

a) Discount for advance payment of a term's fee:

There is a 2.5% discount for the advance payment of a term's fee that is **paid in full prior to the first day of school.**

b) Discount for the advance payment of a year's fees:

There is a 5% discount for the advance payment of a year's fees that is **paid in full prior to the first day of school.**

c) Siblings' discount:

For any additional sibling joining the School, a 10% discount on school fees will apply automatically. However, should the previous child/children be on reduced school fees, this discount is not available.

d) Referral discount:

To encourage the promotion and marketing of the School, a one-time discount of Kshs 5,000 for Kindergarten and Kshs 10,000 for Primary School is offered to all parents who refer a new parent to the School. Upon successful registration of the new child and payment of their first term school fees in full, the referral discount applicable will be credited to the referrer's school account for the term following the enrolment. Only one discount per term can be applied to a referrer's account.

**** Please note**** The above discounts apply to school fees only and exclude payments for extra lessons, extracurricular activities, bus fares and other charges. The percentage can only be applied to actual school fees.

II. Payment Options, Deadlines and Late Payments

1. Full school fees and other related fees (bus fees and other fees billed ahead of or during a term) must be received **no later than the first Friday of school** of any given term.

- a) A late payment fee of Kshs 5,000 per child is charged for any outstanding fees past the first **Friday** of the school term. Outstanding fees include all fees related to a child and are not limited to school fees only.
- b) The full balance on the child's fee account, including the 5,000 late payment fee, must be settled **no later than the Friday of the second week of school**.
- c) Failing to provide payment, the child will be asked to remain at home as the third week of school commences. **Parents will receive one e-mail, one letter in hard copy and one phone call alerting them to the final late payment deadline.** It is the responsibility of parents to pay all of the fees on time regardless of whether these alerts have been received or not. Please ensure that contact information is correct, including up-to-date phone numbers and emails.

**** Please Note****

~ On direct deposits or electronic fund transfers, school fees are considered unpaid until parents provide proof of payment to the School in adherence with the above stated deadlines.

~ Post dated checks are not accepted by the School

~ Payments in kind or other such rendered services cannot substitute the payment of school fees.

2. Per Term Payment Plans

a) **Complete Application submissions for a Payment Plan have to be made at minimum two weeks prior to the first day of the new term.**

b) Once a request has been made, the School Finance team will respond with an application for a Payment Plan.

c) An administration fee of Kshs 5000 per child is charged with the submission of an application to the School.

d) The School Finance team will respond via email within five working days as to the status of your application.

e) Term fees will be accepted in a maximum of 3 installments. All fees must be cleared by the end of term

f) **The School will not send reminders for payment deadlines.** It is the responsibility of the parents to provide proof of payment for any of the three payments to the School and do so in advance of or on the payment deadline. Parents will receive a confirmation of payment from the School Accountant.

****Please Note****

~ Should any of the payment deadlines be missed, the delayed payment option will be cancelled and all fees shall fall due immediately. Failing to provide the full payment will lead to the child not being admitted to class.

~ Parents missing a payment deadline will no longer be eligible for a delayed payment option for the remainder of the school year. Should the failure to meet a payment deadline occur in term III, the parent is not eligible for a delayed payment option for the entire next school year.

3. Regardless of the payment option selected by the family, all fees must be cleared by the end of term. Failure to do so will exclude your child(ren) from School as the new term or academic year commences.

I. Guidelines for reduced school fees

1. Reduced school fees apply to the Primary School only. No reduced fees are available in Kindergarten.

a) In the spirit of Rudolph Steiner's philosophy, the School will make every effort to support families with financial constraints, and will consider a school fee reduction within the guidelines of this policy. Based on an independent assessment of income and/or capital assets facilitated by the School, a reduction of school fees of up to a maximum of 40% may be granted.

b) It is in the interest of the School that the maximum number of children on reduced school fees does not exceed 10% across the Primary School. However, the number of children on reduced fees per class can vary as long as the total school percentage limit is not exceeded.

2. Applications

a) Any parent may apply for reduced school fees using an application form available from the School.

b) Separate applications are required for each child to be considered and submitted with all required financial information and documents by **1 May**, prior to the new school year for those parents, who already have children at the School or are transitioning between Kindergarten and Primary School.

c) For parents who are new parents to the School and are enrolling their child(ren) for the first time at the beginning of the 'school year, the deadline is **1 September**.

d) Applications received past these respective deadlines will not be accepted. The application fee per child is Kshs 5,000, which must be submitted together with the application. This application fee is non-refundable.

e) Applications are valid for one school year and must be renewed in term III keeping above mentioned deadlines and application fee in mind.

f) Applications will not be considered if:

- a) The financial statements are incorrect or incomplete (applicant & others contributing to the income of the family)
- b) The required and appropriate supporting documents have not been attached
- c) The applicant refuses to undergo an independent financial assessment
- d) The applicant refuses a home visit by the independent financial assessor
- e) The application is submitted past the deadline

g) If an application is considered and has undergone the independent financial assessor's review, it will be forwarded with a recommendation to a committee consisting of the School Administrator, the School Treasurer and the Chair of the Board. The final decision on granting reduced school fees lies with this committee and it can follow the independent assessor's recommendation, amend it, or disagree with it. All decisions are communicated to the applicants formally in writing.

h) Extracurricular activities, extra lessons, lunches and bus fares are excluded from the reduced fees policy and are payable in full where applicable.

III. Communication:

1. It is the responsibility of the School to provide timely and accurate invoices. On your invoice you will find:
 - ~ The payment options with deadlines and discount dates
 - ~ An accurate email for whom to contact with invoice queries
 - ~ An accurate email for the per term payment requests
2. If you have been accepted for a per term payment plan, upon acceptance the payment amounts and payment dates will be laid out in your acceptance email.
3. In separated families, please note that it is school policy that all formal communication as it relates to school fees and school payments will be sent to both parents who are on record with the School. It is the responsibility of the designated parent, as stated on the application, to ensure that all school fees are paid in a timely manner.

Approved by the "Board of Trustees, Nairobi, 13 January 2010

Amended by the Board of Trustees, Nairobi, 21 November 2012

Amended by the Board of Trustees, Nairobi, 12 November 2014