



Policy: 3.302

NON-PAYMENT OF TUITION AND FEES

Should fees be paid after the DUE date noted on the invoice, a late fee of US\$100/student in Playgroup-Nursery and \$200/student PRK- Grade 12 will be levied.

If fees are not received after the first week of the term, the student concerned will not be permitted to attend school until the fees and penalty payment are received in full.

Student records and Progress Reports will not be released to parents or other educational institutions until all outstanding fees are paid in full.

The School will, in good faith, try to circumvent any action to prevent the disruption of a student's educational course of study.

The parents or guardians are ultimately responsible for any action for which the School must undertake to ensure tuition payments.

Any pending action by the School for non-payment will be reported to the Board for their information.

The School will always communicate notice of pending action to responsible parties prior to any action.

ADOPTED: 24TH SEPTEMBER 2008

REVIEWED: 7th OCTOBER 2013

REVISED: 26TH JANUARY 2021