



## SCHOOL FEES POLICY

### 1. Introduction

- 1.1. The timely payment of school fees is essential to the smooth operation of Emerald Academy and ensures that resources are available for our students' education.
- 1.2. School fees are due on or before the first day of each term and are non-refundable.
- 1.3. Parents who sign up for a Payment Plan must know that they are indebted to the school, and will be obligated to pay the full amount fees for the whole term even if the student does not complete the term for whatever reason.
- 1.4. Term dates are published on the school website and are displayed at all three campuses (Primary, Upper Primary, and Secondary) well in advance for reference.

### 2. Aims and Objectives

- 2.1. This policy aims to maintain a fair, consistent, and transparent approach when addressing late or unpaid fees.
- 2.2. The objective is to establish a standard process to ensure consistency and clarity for both the school and parents.

### 3. Payment of Fees

- 3.1. Parents or guardians agree to pay the fees applicable to each term directly to Emerald Academy's nominated bank account.
- 3.2. Fees are due and payable as cleared funds before the start of the term. If any part of the invoice is under dispute, the undisputed balance must still be paid.
- 3.3. Cash payments are not accepted for school fees. Accepted methods of payment include bank transfer and debit/credit card.

### 4. Payment of Fees by a Third Party

- 4.1. Agreements with third parties (such as Payment Plan providers) do not release parents from liability if the third-party defaults.
- 4.2. In a case where parents fail to honor the payment plan, or have been deceased their Payment fees remain unpaid and therefore the guardian 2 included in the student application information would be responsible for the payment of the arrears.



## 5. Instalment Arrangements (Payment Plan)

- 5.1. All Payment Plan agreements will be confirmed by clicking and agreeing to the terms and conditions written on the student's application form or signing a physical contract which both parties agree to.
- 5.2. Parents with a prior instalment agreement must ensure payments are made on time.
- 5.3. If more than one instalment payment is missed, Emerald Academy reserves the right to demand full payment of the remaining balance immediately.
- 5.4. If instalments are missed or paid late, the matter will be referred to the school administration, and appropriate action may be taken, including taking the legal route.

## 6. Refund or Waiver of School Fees

- 6.1. Fees are non-refundable unless there is a legal requirement to do so. Fees will not be refunded or waived if:
  - 6.1.1. The student is absent due to illness;
  - 6.1.2. A term is shortened or a vacation extended;
  - 6.1.3. The student is released early from school;
  - 6.1.4. The school is temporarily closed due to unforeseen circumstances (e.g., weather conditions);
  - 6.1.5. Or for any other reasonable reason.

## 7. Notice of Transfer:

- 7.1. Parents or guardians wishing to transfer their child from Emerald Academy must submit a formal written notice at least two weeks before the start of the upcoming term.
- 7.2. The notice should be addressed to the Head of Administration and include the intended date of transfer and the reason for leaving.
- 7.3. Upon completion of all necessary payments and the approval of the transfer notice, the school will facilitate the transfer of academic records to the new institution
- 7.4. If a student is transferred or withdrawn from Emerald Academy after the term has begun, parents are liable for the full payment of the term's fees, regardless of whether the student completes the term.
- 7.5. No refunds or pro-rated adjustments will be made for students who leave the school mid-term unless exceptional circumstances are reviewed and approved by the administration.



## **8. Fee Payment and Default Policy**

### **8.1. Payment Obligations**

8.1.1. The Parents/guardians are required to pay all school fees by the designated due dates as outlined in the school's fee structure.

### **8.2. Notification of Default**

8.2.1. In the event of a payment default, the school will notify the parent/guardian in writing (email, text or letter) regarding the outstanding balance and request prompt settlement by the stated date.

### **8.3. Right to Suspend Attendance**

8.3.1. The school reserves the right to suspend the student from attending classes until all outstanding fees are paid in full.

### **8.4. Reinstatement**

8.4.1. Students will be reinstated to classes promptly upon receipt of the due payment of outstanding fees.

### **8.5. Acknowledgment**

8.5.1. By enrolling in the school, parents/guardians acknowledge and agree to comply with this fee payment policy.

## **9. Fee Increment**

9.1. Fees are reviewed annually and may increase

## **10. Information about Fees**

10.1. The school may contact previous schools to confirm that all fees have been paid and school reserves the right to inform any future school or educational institution of unpaid fees.

## **11. Anti-Money Laundering**

11.1. The school may request identification, such as bank statement, from any person paying fees to comply with legal requirements.

## **12. Indemnity**

12.1. Parents will indemnify Emerald Academy against any losses, expenses (including legal expenses), and interest incurred by the school in recovering any sums paid by third parties on behalf of the parents.



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