

## **SCHOOL FEES POLICY AND PROCEDURE**

### **SCHOOL POLICY**

Cambridge Group of Homeschools (CGH) is committed to providing high quality educational services for students from diverse backgrounds and dispensations. It is with this intention in mind that CGH aims to maintain an optimum fee level that will be tenable to both parents and directors of the school. The prompt payment of school fees is integral to the life blood of the school.

### **PARENT RESPONSIBILITY**

When enrolling children at CGH, parents are advised of the fee structure and it is imperative that the parents understand and commit themselves to fulfilling these obligations. The seriousness of this commitment cannot be overemphasized and parents must understand that the school is a financial institution in addition to being educational that relies singly on fees to meet its obligation as well as maintain its relevance.

### **ADMISSION POLICY**

Parents must avail all the documents needed upon admission. These documents are:

- A copy of birth certificate/ID for tuition students, coding and robotics students, private candidate students.
- A copy of parent's/guardian's ID/passport for tuition, coding and robotics students.
- One passport-sized photograph for tuition, coding and robotics and private candidates.
- ❖ For homeschooling/private schooling students, parents must avail a copy of student birth certificate, a copy of parents ID/Passport, 2 passport-sized photographs, academic report or progress report for continuing students.

### **Categories of our services**

#### **A. TUITION/COACHING**

Each parent should pay the amount chargeable per session as from the agreement reached upon between the parent and the administration.

The amount due should be paid periodically in line with the parent's choice of duration and method of payment.

## **B. HOMESCHOOLING/PRIVATE SCHOOLING**

### **i. Tuition fees**

The fee is payable either monthly or termly.

The fees vary with the seniority of the class the child is in.

Tuition fees encompass the cost of direct teaching staff, study materials as well as the overheads associated with running the school.

### **ii. Assessment fees**

Assessment is the first step in the extensive process of enrolment in CGH. This gives us a clear picture of where the about to be enrolled student is at academically. It gives the teachers the directions of where to pick up from with the student.

A one-time assessment fee must be paid upon admission. This is in accordance with the student learning level.

### **iii. Admission fee**

Upon admission to the school, a one-time admission fee has to be paid for each child and will be charged upon school entrance, irrespective of the length of school attendance or the time of enrollment.

## **C. EXAM REGISTRATION/PRIVATE CANDIDATES**

We do exam registration for the following levels;

- ✓ checkpoint year 6 (Edexcel and Cambridge)
- ✓ checkpoint year 9 (Edexcel and Cambridge)
- ✓ IGCSE/O-LEVELS, GCSE (Edexcel and Cambridge)
- ✓ AS & A Levels (Edexcel and Cambridge)

The amount chargeable will depend on the following;

- The price per subject by the British Council and KNEC for Cambridge/ IGSCE and Edexcel respectively.
- The price of buying pounds at the time of registration

A mandatory one-time fee of 185 pounds facilitation fee must be paid in addition.

We also do late exam registration. Penalty fee per subject applies, this will depend with the different examination boards/bodies

## **D. CODING AND ROBOTICS**

We charge KES 2000 a session for coding and robotics.

A session is 1 hour and 30 minutes.

Coding and robotics can be done either online and in-person.

The amount of fee due for coding and robotics sessions should be paid periodically in line with the parent's/guardian's choice of duration and method of payment.

### **DISCOUNTS**

We give discounts as follows;

- 10% discount on tuition fee for the 1<sup>st</sup> month of enrollment for homeschooling/private schooling students.
- 10% discount on fee for the first two weeks for tuition/coaching students
- 10% discount on fee for the first two weeks for coding and robotics students.

### **Siblings discount**

Parents with more than one child at the school will be afforded a discount. The discount will be exclusively and will work as follows;

The second kid will receive 10% discount on tuition fees, third sibling will receive 15% discount and the fourth sibling a 20% discount which remain fixed for any subsequent children.

### **Parents who enroll their children at CGH have moral and legal obligation to pay school fees**

It is also the responsibility of parents to notify the school management if they are experiencing difficulty with the payment of fees.

### **CONFIDENTIALITY**

All matters relating to fees reductions or inability to pay are treated confidentially.

### **WITHDRAWAL**

Parents are required to give the school two months' notice in WRITING and receive an acknowledgement in WRITING from the head of the school in the event they are withdrawing their child(ren) from school.

This gives the school ample time to re-work and re-adjust budgets.

**NOTE: MONEY ONCE PAID CANNOT BE REFUNDED**

I have received, read and noted the school fees policy

Parent's/guardian's name: -----

Signature: -----

Date: -----



**CAMBRIDGE GROUP OF HOME SCHOOLS**

*Private Personalized Learning*