



## SCHOOL FEES POLICY

1. All Learners enrolled at CHS are required to pay the stipulated School fees every term.
2. School Fees shall be paid by Card / Bank Deposit / Bank Transfer and a receipt obtained.
  - a) Bank transfers and deposits should be made out to **Chudleigh House School**.

**Account Name** : Chudleigh House School  
**Bank** : ZANACO  
**Branch** : Acacia Park  
**Account number** : 0389672500167  
**Sort Code** : 010086

- b) Deposit slips or transfer confirmation must be availed to the Cashier's Office upon which a school receipt will be issued.

3. All learners are required to pay the PTA fee of K150, each term of every year, into the PTA Account.

**Account Name** : Chudleigh House School  
**Bank** : ZANACO  
**Branch** : Acacia Park  
**Account number** : 0389672500268  
**Sort Code** : 010086

4. All Canteen meal payments are to be made to Muchanga Fresh Produce. All meal payments must be made in full to access the service.

**Account Name** : Muchanga Fresh Produce  
**Bank** : ZANACO  
**Branch** : Acacia Park  
**Account number** : 5489063500308  
**Sort Code** : 010086

5. a) School fees for any term are due on the last day of the previous term. Any payment received after the term opening date will attract a penalty fee of 10%.  
b) All outstanding balances must be settled before paying for the school fees for the next term.  
c) School fees not paid by the due date will result in the child being required to stay at home and withholding of term reports, records and transcripts until full payment is made.
6. a) The Chudleigh House School Payment plan requires 75% of fees to be paid on the due date and the balance plus a late penalty charge of 10% must be paid 30 days after the first day of the term.  
b) Payments made before the due date of the new term will qualify for a 5% discount with one child. Parents / Guardians with more than one child in the school will enjoy a 10% discount on each additional child in descending order when fees are paid in full on or before the due date.
7. When a child is enrolled after the start of the term the full schools fee will apply. School fees for enrolments after midterm break will be prorated.
8. The school fees are paid per term and are non-refundable once paid.
9. All learners that are not collected from school on time, must pay a one-time fee of K500 per occurrence. This charge is applied to the Learner account.
10. Failure to attend Open day and collect Report cards attracts a K500 penalty for every occurrence.
11. Any school fees that remain unpaid at the end of each term will be handed over to an external debt collector to pursue the debt.
12. Any breach of the terms and conditions stated above will result in the learner being excluded from school until the situation is resolved.
13. School management has no discretion to vary or depart from these conditions.