



# BRITISH INTERNATIONAL SCHOOL

## SCHOOL FEES POLICY AND REGULATIONS

Last Updated: November 11, 2022

### **Terms and Conditions of Admission:**

Parents are advised to read in full the school's terms and conditions on admission into the school. Parents who submit an application to the school will be subject to the terms and conditions detailed below. If you are unsure about any information contained within this page, please speak to a member of the Admissions or Accounts Team, who will be able to advise you further.

You will be required to complete the application process prior to your wards admission into the school. A completed application form with 2 passport pictures of your child, a copy of the child's birth certificate or passport, a testimonial from the last school he or she attended, a medical report of the child, the child's previous report card and a transcript, should be submitted to complete the application process.

Application and testing fee is however non-refundable and is required before or during the interview for admission. Also the school reserves the right not to admit an applicant.

### **1. Payment of fees for new students**

1. To reserve a place in the school, applicants must pay the full prescribed admission fees after receiving an admission letter. The admission letter is however valid for thirty days, only after which the seat will be allocated to a new applicant.
2. All fees including admission fees, school fees and others must be paid in full, before new students will be allowed in class.
3. Please note that admission is granted for a specific year and successful candidates who fail to report in the very year of admission forfeit their admission and any money paid will not be refunded

4. Parents will be liable to pay all necessary bank or transfer charges for any application process.
5. Accounts department will issue a payment confirmation on receipt of full payment to the admissions office, before a student is given placement in the school and allowed to start school.

## **2. School fees payment for continuing students**

2.1 Parents are encouraged to make full payment of school fees and all outstanding debts if any, before the first day of school to enable students participate fully in all class activities. The school has a payment plan in place, which allow parents to pay their wards fees in two (2) installment.

**First Instalment:** 50% or more of the term's fee and all outstanding debts if any, to be paid before the first day of school term's re-opening to allow students have access to join class.

**Second instalment:** Final 50% or any outstanding balance of the term's fee to be paid no later than three (3) weeks of school re-opening after which the student will be denied access to participate in class activities.

### **NOTE THE FOLLOWING**

1. **All cheques and transfers must reflect in the school's account before payment deadlines. The school will not recognize any transfers or any**

payments who do not reflect in the school's account before the payment deadline. Parents are therefore advised to consider transfer and cheque clearing time to ensure that it clears on time. Students will not be given access to class, if payment does not reflect in the school's account.

2. Parent who leave the school for any reason anytime within the school term will be required to pay full school fees.
3. Parents will not receive termly report cards and transcripts if the school fees is not paid in full.

Note that, the School will charge an additional monthly 5% late fee surcharge on any outstanding school fees after the instalment is due. This applies to both option one and two.

The school reserves the right to give your seat to another student where there is a continuous default in payment of school fees. Students will also not be registered for any international examinations until all bills are cleared and will not be responsible for any inconvenience caused. The school does not also accept cash for any school fees payment at the school. Parents are advised to make all payments at the bank. The school will not be liable for any payment made in cash for school fees, and examination fees should any issue arise. Parents will be doing so at their own risk.

2.2 All payments must be made at the bank into the school's account and **not** at the school. Parents are also required to present a copy of the deposit slip or transfer authorization slip to the Accounts department for an official BIS receipt. The school will not be blamed for any such unrecognised payments, if the parent refuses to present the payment slip and consequently obtain an official school receipt. **All 'wired' transfer instructions must have the name and the class of the student written on the slip. Please note that all transfer and collection charges will be borne by parents or guardians or sponsors. Indicate your ward's name and British International School's name on all 'wired' transfers to the school. You can e-mail a scanned copy to: [finance@bisghana.com.gh](mailto:finance@bisghana.com.gh) or submit a hardcopy to the Accounts department.**

2.3 Parents who wish to sign up to our school fee instalment plan should visit the Accounts Office, fill out all necessary forms and wait for an approval from the school

otherwise any such request will not be considered valid. Parents with a default payment history will also not qualify for the school's payment plan options.

2.4 The School reserves the right to suspend or expel any student who has overdue fees.

2.5 Students who have overdue fees may be refused entry into the School premises and suspended from attending classes and or using any of the school's facilities. This includes the right for the school to refuse requests letters as well as cancel student's name from the enrolment register.

2.6 Any student who is suspended, expelled or withdrawn by the School for breach of the school's terms and conditions is not entitled to any refund it or he or she will also be liable to pay the remainder of the fee in its entirety, at the discretion of the School.

2.7 The School will take such action, including recourse to the legal process, as it deems necessary to recover all outstanding debt with any other penalties and charges incurred in the recovery process. Any such action will also include the recovery of reasonable costs incurred by the school, in relation to the recovery procedures.

2.8 The entire remaining fee becomes immediately payable for students who are in breach of their agreement, without prior written consent from the school after the end of the first month of the school term; this is also at the discretion of the School.

2.9 Invoices for the annual or termly fees are generally handed out at the time of enrolment for new students and termly, for existing students posted via e-mail and hard copies. Misplacement or non-receipt of the original invoice will not be considered a valid reason for failure to pay the fees by the due date.

2.91 Note that tuition fees for the term are also payable in full, regardless of sickness or absence or other reasons (including study leave).

2.92 Parents or students must remember at all times that the school's agreement is with the individual parents or students and they are liable to pay the school all the prescribed fees, as and when necessary. The school will not be responsible for contacting the parent's employer for payment of fees.

2.93 The school will also not be held liable, where a student is unable to write an examination, due to non-payment of fees. Student's will not be allowed to write final

year international exams until all school fees are paid in full and may have to write as independent candidates, through the British Council.

2.94 Any parent outside Ghana desiring to pay in cedis should pay the face value of the fee quoted on the bills.

### **3. Other charges**

3.1 Other additional fees are payable on individual cases and are not inclusive of school fees. These include:

- IGCSE and 'A' Level Examination entry fees
- Primary Cambridge Checkpoint Examination for Year 6 and Checkpoint for Year 9 students
- ESL and Learning Support (in extreme cases)
- Other service fees. I.e. bus fee
- Specific School Trips
- International Trips
- Curricular Activities & Clubs
- School Lunch

Note: Fees for these and arrangements for payment will be notified separately.

3.2 Please note that the total IGCSE, Checkpoint and A-level fees can amount to several thousands of Ghana Cedis and changes every now and then as communicated by British Council, should the Examining Board increase their fees. Entry into examinations and activities for which fees are due will therefore be denied, where relevant charges or school tuition fees have not been paid. British Council may not register students who do not meet the examination payment deadline. BIS will also hold on to students' report cards and students will not be allowed to take part in examinations, until all payments are made.

#### 4. Refund policy

4.1 Refunds will only be processed in accordance with the terms and conditions outlined in clauses 6.2 to 6.10 and provided, students requesting a refund have complied fully with the school's terms and conditions.

4.2 It is the policy of the school not to refund tuition fees. If unforeseen and pressing circumstances result in a student having to leave before the start of a new term due to illness or sudden relocation, a 50% refund of tuition fees (total amount paid) **may be considered**, provided the School has received written notice, prior to the due date for advance payment of fees for that term. Such refunds will be granted solely at the discretion of the school and only in exceptional circumstances. The school also reserves the right to investigate or request for supporting documents for up to 50 % approval of refund. Students who report to school will not be entitled to a refund regardless of number of days. The school also reserves the right to refuse such requests given if the parent does not provide enough evidence or give the required notice.

4.3 Note that all applications for refunds must be made in writing and submitted to the school, while keeping the Accountant and Administrator in copy.

4.4 Where the school is unable to provide the programme of study for which a new student originally applied for as agreed initially by the school as a course that can be offered by the school and the applicant does not want to take up a place on any alternative programme offered, then the applicant will be considered for a refund.

4.5 Refunds will only be made by issuing a cheque to the student in the payee's name. The school does not make CASH payments for refunds under any circumstance.

4.6 Parents are liable to pay any additional bank or transfer charges associated with the processing of a refund application.

4.7 The school aims to process all refunds within 6 weeks from the date the complete 'Refund Request Form' and any supporting documents are received.

4.8 If the student is eligible for a refund of their fees by bank draft or cheque, the School will not be in any way responsible for the draft after its dispatch from the School premises and will not issue a replacement draft or cheque if it is lost or misplaced.

4.9 Refunds will not be made to a third party, unless school has received (written) explicit authorisation from the applicant. This should be in the form of a signed hard- copy letter from the parent, specifically authorising the school to refund their fees to a named third party. This condition applies regardless of the source of the original fee payment.

4.9.1 Refunds requested which are not in accordance with the terms and conditions outlined in this policy, will be made at the discretion of management.

## **5. Term Deferral**

5.1 Term deferrals will be approved in accordance with the school's Admission Policy. (Please refer to admission policy for more details)

5.2 Term deferrals are therefore subject to application, payment of a deferral fee and the school's written approval.

5.3 Parents are reminded that as per the school's Admissions Policy, all term deferral requests must be made in writing, at least 15 days before the term's start date.

5.4 If a deferral is approved, some charges will however apply.

## **6.0 Discounts on Fees**

### **6.1. Discount Termly Fees**

Parents with more than 2 children at BIS can enjoy a discount of 5% tuition fees on the third child, 10% on the fourth child, 20% on the fifth child and 50% on the sixth child. To get this discount, parents should visit the Accounts Office to complete all necessary documentations. Parents should also note that only biological and legally adopted children can qualify for this discount. The school however reserves the right to revise its sibling discount at any given time.

6.2 Discount on Annual Fees.

5% discount will be granted to parents who make full annual fees payment at the beginning of the first term. Advance payment for more than one year will also be subject to any school fees' increase.

#### **7. Re-registration**

Parents are required to inform the school if the student will report late, in order to reserve a seat. The school has the right to replace an old student's seat, if not informed of any delay and the student does not show up for class, a week after re-opening

#### **8. Personal Conduct:**

The school imposes a strict code of conduct on its students. The school therefore expects its students to behave responsibly and act within the moral and legal norms of society, whether they are on school premises or otherwise.

#### **9. Damage to School Property & Loss of School Resources or Materials**

Any pupil or student who is guilty of damaging the school's property or causes loss to the school's resources will be subject to the provisions in the school's code of discipline and will be asked to replace the item. The parent will also be asked to replace or make full payment immediately, in such a case.

#### **10. Changes and Amendments:**

The school reserves the right to amend the time table and advertised curriculum content, tuition fees and start dates for its terms at its discretion and without any prior notice.

The school reserves the right to conduct classes in any of the departments, premises, including temporarily hired or rented rooms.

The school reserves the right to amend or alter its prospectus at its discretion and without any prior notice.

The school reserves the right to amend or alter any or all of these terms and conditions at its discretion without any prior notice.

Parents are reminded to visit the school website regularly for the details of up-to-date terms and conditions and school policies.



The school imposes a strict code of conduct on its students. The school therefore expects its students to behave responsibly and act within the moral and legal norms of society, whether they are on school premises or otherwise.

**Disclaimer:**

- It is the parent's responsibility to provide valid and up-to-date contact information about them and, when appropriate, their representatives. This contact information should include a working e-mail address and phone number. The school will assume that any method of communication for which the parent has provided contact information, including e-mail, is secure. The school will therefore not be liable for any damages, financial or otherwise, resulting from the release of the student's personal information to a third party as a result of communication with an invalid or insecure contact point or the interception of communication with said contact point, be it a postal or e-mail address, a telephone or an SMS.
- Parents must confirm that all the information presented in support of their application is complete and accurate and that there are no issues of an academic, behavioural or medical nature that have not been disclosed.
- The parents understand that the school reserves the right to require a student to leave, if subsequent to the submission of an application and at the end of each academic year, information is discovered or disclosed that would have led to the rejection of that application.
- The parents understand that the school will not be held responsible or liable for the loss of or damage to any delicate item brought into the school