

SCHOOL FEE POLICY

Introduction:

Keen British School is committed to providing a high-quality education to her students. As a school, we understand that school fees are an essential part of our operations, and we strive to ensure that our fees are reasonable and transparent. This policy outlines the school's approach to school fees and payment terms.

A. School Fees:

1. The school fees can be paid termly or yearly,
2. The school fees are subject to review and may be adjusted.
3. The tuition does not include additional costs such as textbooks, uniforms, and extracurricular activities.
4. school fees once paid is not refundable
5. We don't bill for medical, parent will be responsible for their sick child's treatment. The school will administer first aid treatment, and take a sick students to the school clinic if parents are unavailable but parents will be responsible for payment.

B. Payment Terms:

1. School fees are due for payment in full on or before the first day of each term.
2. The school reserves the right to deny admission to students whose fees are not paid before resumption.
3. Students will not be allowed into class without full payment of school fees in the first day of resumption.

C. Payment Methods and Refund Policy:

1. Payment can be made by bank transfer with the name of the students as narration.
2. Evidence of payment should be sent to the school before resumption.
3. All payment receipt will be issued and sent via e-mail upon request from parent.
4. No refund of school fees after payment

D. Responsibilities:

1. Parents/guardians are responsible for ensuring that school fees are paid on time.
2. The school is responsible for providing a high-quality education and maintaining accurate records of payments.

Dispute Resolution:

1. Any disputes or concerns regarding school fees should be directed to the school's management.
2. The school will resolve disputes in a fair and timely manner.

Acceptance:

By signing below, parents/guardians acknowledge that they have read, understood, and accepted the school's fee policy.



Signature of Parent/Guardian: _____ Date: _____

Name of Student: _____ Class: _____

ADMISSION POLICY

Introduction:

Keen British School is committed to providing a high-quality education to students from diverse backgrounds. This policy outlines the admission procedures, requirements, and expectations for prospective students and their parents/guardians.

Admission Requirements:

1. Academic Qualifications:

- Nursery- Reception: No academic qualifications required
- Year 1-5: Report from previous school and entrance examination
- Year 7-12: Report from previous school and external exam result for Year 9

2. Medical Certificate:

- All students must provide a medical certificate from a registered medical practitioner

Admission Procedure:

1. Application:

- Parents/guardians must submit an application form, which can be obtained from the school or downloaded from the school's website
- The application form must be completed and returned to the school with the required documents and payment of the application fee by transfer, All document must be made available in the school physically or through courier.

2. Assessment:

- Students will be required to take an entrance examination, which will be conducted by the school
- The examiner will assess the student's academic ability and English language proficiency

3. Interview:

- Students who pass the entrance examination will be required to attend an interview with the school's admission team
- The interview will assess the student's communication skills, behavior, and suitability for the school

Checklist:

Confirm that the following document have been submitted to the school in respect of your child's admission:

1. Fully completed registration form
2. Signed copy of Admission letter indicating acceptance
3. Previous academic report
4. Copy of birth certificate
5. External examination result
6. Copy of entrance assessment result
7. Medical report
8. Copy of all signed policy

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4. Offer of Admission:

- If the student is successful, an offer of admission will be made to the parents/guardians
- The offer of admission will be conditional upon the student meeting the admission requirements and payment of the tuition fees

Tuition Fees:

- The tuition fees are subject to review and may be adjusted.

Payment Terms:

- The tuition fees must be paid in full before resumption
- The school reserves the right to deny admission to students whose fees are not paid on time and do not file proper documentation or for other reasons

Withdrawal Policy:

- If a student withdraws from the school, the school does not do refund of any kind

Dress code:

- students are expected to dress completely and in accordance to the school dress-code. Inappropriate dressing is not acceptable to the school and will be handled according to the school discipline policy and if it keeps occurring, students can be sent back home to dress properly.

Haircut/Hair style:

- Boys are not allowed to have too high rude looking hair style
- Girls should not have coloured hair, braids are allowed but not too long.
- Girls' hair must be packed appropriately at all times.

School resumption time/ lateness:

Students are not allowed to come late to school, lateness to school is an act of indiscipline and will be handled in accordance to the school discipline policy.

Acceptance:

By signing below, parents/guardians acknowledge that they have read, understood, and accepted the admission policy as outlined above. They also acknowledge that they will ensure that their child/ward meets the admission requirements and pays the tuition fees on time.

Signature of Parent/Guardian: _____ Date: _____

Name of Student: _____ Class: _____

ACKNOWLEDGMENT FORM

I, [_____] , hereby acknowledge that I have read, understood, and accepted the admission policy as outlined above. I understand that it is my responsibility to ensure that my child/ward meets the admission requirements and pays the tuition fees on time, and I agree to the terms and conditions of the policy.

Signature: _____ Date: _____

Name of Student: _____ Class: _____

