



Saint Andrew's International High School

SCHOOL FEES POLICY

Policy Approval Date:	November 2025
Review Cycle	Biennial
Next Review Date:	November 2027

General Statement

Saint Andrew's International High School believes in quality first teaching and to enable this we rely on the prompt payment of school fees to allow the school to function as a well organised institution.

Rationale

Traditionally school fees are payable in advance for a purpose. The School has its own finances and responsibilities to pay suppliers and employees in a timely fashion and good cashflow must be ensured. The prompt payment of fees allows for the School to run effectively and carry out its financial plans and commitments.

Aims & Objectives

- To ensure all communication regarding school fees will be made through the finance office
- To set fees to enable the high quality of teaching and learning to exist
- To enable the smooth running of the organisation

Procedures

Fees are set by The Finance Committee and approved by The Board.

1. Invoices are given **no later** than the following times:
 - Start of the school year in first week of the opening term
 - 2nd term at the end of the First term
 - 3rd term and at the end of 2nd term
2. Fees are strictly due within the first two weeks of each term, which includes instalments from approved payment plans (is at the discretion of Finance Manager and Head Teacher).
3. A reminder stating: ***"Thanks to all parents who have paid Fees on time –the deadline has now passed – any outstanding fees settle immediately;"*** will be communicated via the newsletter and individual parent and guardian emails.
4. In the event that fees remain unpaid at the expiry of the deadlines, a list of such parents will be compiled and then contacted by phone for consultation.
5. If parents do not respond as in 4 above, then a grace period of one week will be granted. During that week parents will be contacted by telephone and specifically told that if fees are not paid by Friday of that week, then the student will be sent home without further notice and will only be re-admitted upon payment of fees or such that the Financial Manager is satisfied that fees will be paid.



6. On the Friday of that week, if fees have not been paid then a list of students whose fees remain unpaid will be compiled. They will be 'O' coded in SIMS in class registers and teacher instructed to follow the protocol to send them to the admin office.

It is imperative that fees are paid on time to enable the school to source all required requisites in good time in order to carry out its operations smoothly and effectively.

Staff Link (Role): Finance