

## 1. Tuition Fees, Development Levies, Book Charges and Accident Insurance

Clifton School fees are raised quarterly and are payable in advance on or before the first day of each term.

## 2. Terms and Methods of Payment

2.1 By completion of a Debit Order Authorization Form parents may pay:

- **Quarterly** (Term) fees paid in full on or before the first day of each term.
- **Monthly** on or before the last working day of each month.

No interest is charged if a debit order form is completed. An administration fee will be charged in the event of a debit order being unpaid and interest will be charged on overdue balances (see 3 below).

2.2 **Annual** fees may be paid in full on or before 31 January at a reduced level as specified on the Fees Schedule.

Payment should be made by means of a cheque or, preferably, by means of an internet transfer into the School's bank account. Cash cannot be accepted at the Bursar's Office for security reasons.

2.3 **Cash deposits:** Please be advised that the School cannot carry the considerable charges levied on cash deposits by the bank. Should you deposit cash into the school's bank account, these bank charges will be raised to your account. We urge all our parents to use the EFT facility as the most convenient and cost-effective method of payment.

## 3. Interest

Interest will be charged at the ruling prime overdraft rate plus 2% on all balances reflected on the fee statement as being overdue at the end of the month in terms of the chosen payment option. Outstanding fees from previous terms will continue to attract interest until settled in full.

## 4. Non-payment of Fees

The fees payable by parents are the School's primary source of both operating income and capital development finance. It is therefore essential that fee payments are made strictly in accordance with due dates as set out above, and the Board of Directors regards it as one of its prime responsibilities, in the interest of the pupils and all other parents, to ensure that the prescribed terms of payment are strictly enforced.

The following procedures will be enforced in the event of arrear fees:

- 4.1 A pupil whose fee account reflects a balance equivalent to, or in excess of one term's tuition fees, will not be re-admitted in the following term and will be excluded from class attendance until such time as payment in full is made, or financial arrangements are made which are acceptable to Clifton School.
- 4.2 A pupil whose fee account reflects any balance outstanding at end of an academic year will not be re-admitted in the first term of the following year.
- 4.3 A pupil whose account is in arrears at the end of the Fourth Term in Grade 11 will not be allowed to commence Grade 12, unless financial arrangements are made to the satisfaction of Clifton School.
- 4.4 A pupil whose fee account is not fully settled by the end of the Second Term in Grade 12 will not be permitted to write the IEB examination on Clifton School premises. Parents will be required to make alternative arrangements directly with the IEB and any attendant costs will be for their own account.
- 4.5 It is a condition of Bursary/Scholarship Awards that the balance of the fee account (fee payer contribution) is settled by the due date (i.e. commencement of the term). The Bursary/Scholarship will not be awarded for the current term if the fee account reflects an outstanding balance. The Bursary/Scholarship may be withdrawn should the fee account remain consistently in arrears.
- 4.6 A Pupil whose consolidated fee account is in arrears at the end of the previous term will not be:
  - allowed to participate in Sports/Cultural Tours and Overseas Exchange Programmes;
  - allowed to utilize the Aftercare Facility.
 Monies deposited with Clifton School in respect of Tours will be credited in the first instance against any outstanding fees, if they are in arrears to the extent of one term or more.

## 5. Notice of Withdrawal

A full term's notice in writing to the Executive Headmaster or Principal must be given in the event of a pupil not taking up his enrolment or being withdrawn from the School. Failure to tender such notice will result in a term's fees being payable, and this will be strictly applied. An application for a waiver of this provision must be made to the Executive Headmaster or Principal in writing and must set out in full all extenuating circumstances.

## 6. Fee Account Management

Parents are strongly encouraged to make and maintain contact with the Bursar's office in any instance where difficulties arise in the payment of fees. Clifton School will at all times endeavour to exercise understanding and sensitivity in dealing with such circumstances and endeavour to establish a mutually acceptable financial arrangement for the payment of fees.

Clifton School acknowledges that the educational and personal welfare of the pupil should not, as far as possible, be adversely affected or influenced by such processes. Clifton School recognizes, however, that it has a primary responsibility to its parent body, both present and future, to protect its financial stability, and to be able to account for the management of its financial affairs on the basis of equitable and consistent treatment of all fee payers.