

ADMISSION AND PAYMENT POLICIES

ACADEMIC YEAR

Students are enrolled full time for an academic year of twelve months and the entire tuition should be payable in twelve equal installments, by semester or annually for the period of September-to-September the following year. Parents are not exempt from their tuition obligations as a result of the student's absenteeism from school due to sickness, suspension, extended class trips, other travel, school closures for break or family vacations.

In order to achieve success in your child's education, and to assure the proper curriculum of the teachers' program, parents are invited to respect the academic calendar and make sure their child attends class without unjustified absenteeism.

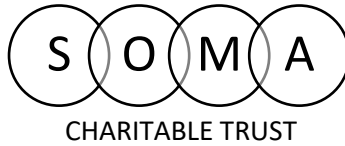
At the beginning of the year a yearly calendar will be shared to the parents.

ENROLLMENT

New enrollments are subject to a **\$300 Registration Fee plus a \$150 Refundable Deposit**. Those costs are due at the time of application. The Registration fee is non-refundable. The Refundable Deposit is refundable in full at the end of student's enrolment period, provided that no outstanding fees apply to the student's account and a proper 4 weeks notice of intention to withdraw the child has been given. The Refundable Deposit may be used to cover school property damages or item loss caused by the student, unless the parents have provided a reimbursement already.

TRIAL DAYS

3 days are offered to the families to discover our school, environment and classes. During 3 days parents and children are welcome to participate in our school routine and make sure this is the right school for the child.



MINIMUM AGE

KINS school welcome children from 2 years old at nursery class, but it is required to be nappy free. 2 full time teachers are well experienced and trained for taking care of our younger ones. Class is nursery care oriented with changing spot, quiet napping corner and more.

ADAPTATION WEEK

For our younger ones, nursery class is happy to invite parents or guardians to assist their children during the new enrollment time. To offer the best stress-free settlement, parents and childcare guardians can join the class for few minutes to several hours for a period of 2 weeks only at the beginning of the new year or at enrollment time of the child in nursery class in the middle of the year if needed. Autonomy and independency are the key to allow your child to successfully interact with his peers and to be happy to learn and grow with his new friends.

UNIFORM AND DRESS CODE

School uniforms have been linked to creating a stronger sense of school identity, especially when developed in partnership with the school community. This stronger sense of identity has been linked in turn to improved student wellbeing.

Our uniform is not gender oriented and is suitable for girls and boys. Our polo or T-shirt and should be worn every day except Friday which is civvies or fun thematic clothes when school hosts a special fun day.

Our orange Sport uniform t-shirt is required on sports and activity days. Closed shoes as sneakers are considered as safe footwear during outdoor activity play on the Sports field. Make sure your child is well prepared to play soccer and running play.

At swimming and water events, children are required to wear a swimming suit and as possible a UV t-shirt and hat and sunscreen +50. Always bring your own towel.

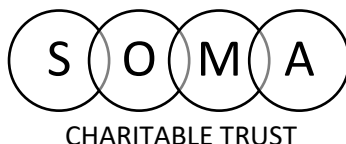
Youngers ones are invited to wear legging and shorts or pants offering more cover for sand and ground play. We advice parents to always pack a change for their child in their daily bag as diapers if needed.

Our uniforms shirts are available to order from 2-14 years. 15\$ per piece
Personalized name aluminum Water bottle 25.000tsh

VACCINATION AND HEALTH

Parents are invited to share a copy of Immunization history prior to enrolment and to also keep their child 's vaccinations up to date.

Allergies or any medical attention should be notified in the medical form with emergency contact and will be kept in the child's confidential records. For safety



reasons all teachers will be well informed of any medical attention required for students.

Allergies and food restrictions list will be constantly visible in general info.

SIBLING

10% discount applies for the second sibling enrolled and 15% discount will be applied for all following siblings enrolled by family. Sibling discount applies to full paying Fees including Registration fees. Discount does not apply to extra activity, uniform, and meal plan. 150 USD Refundable deposit is required for each child enrolled at school.

LANGUAGE

English is the language spoken in school and in all classes. All teachers at KINS are communicating with staff and to the students in English. However, we respect all mother languages and when it's possible we support foreigner language classes.

TUITION FEES

NURSERY CLASS PAYMENT PLAN*

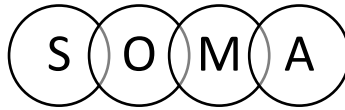
Please not all month payments are made on the 1st of every month. Termly payments in January, June & September.

CLASS	PAYMENTS PAID BY THE 1ST MONDAY OF EVERY MONTH*	YEARLY TOTAL
MONTHLY	275\$	3300\$
TERMLY	800\$	2400\$
ANNUALY		2200\$

PRESCHOOL CLASS PAYMENT PLAN*

Please not all month payments are made on the 1st of every month. Termly payments in January, June & September.

CLASS	PAYMENTS PAID BY THE 1ST MONDAY OF EVERY MONTH*	YEARLY TOTAL
MONTHLY	330\$	3960\$



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TERMLY	900\$	2700\$
ANNUALY		2475\$

PRIMARY CLASS PAYMENT PLAN*

Please not all month payments are made on the 1st of every month. Termly payments in January, June & September.

CLASS	PAYMENTS PAID BY THE 1ST MONDAY OF EVERY MONTH*	YEARLY TOTAL
MONTHLY	440\$	5280\$
TERMLY	1170\$	3510\$
ANNUALY		3190\$

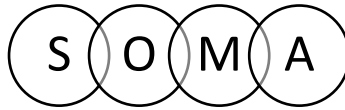
SECONDARY CLASS PAYMENT PLAN*

Please not all month payments are made on the 1st of every month. Termly payments in January, June & September.

CLASS	PAYMENTS PAID BY THE 1ST MONDAY OF EVERY MONTH*	YEARLY TOTAL
MONTHLY	450 \$	5400 \$
TERMLY	1500 \$	4500 \$
ANNUALY		4050 \$

IMPORTANT:

The monthly fee plan is not a *pay as you go* plan. Every month is due and has to be paid to respect equity and fairness towards all parents who are paying the full amount for the year. If you child is not present at school, it is your responsibility to cover the whole Academic year fees. The school has the right to refuse admission for a child until the tuition is courteously paid. Vacation holidays taken inside the school term (Such as DECEMBER, APRIL, MAY or JUNE) are not exempt from payments. Every month is due, and your payment should be arranged prior to your departure.



CHARITABLE TRUST

The academic year starts in September and finishes in August of the following year. All school fees must be paid for the **total duration of the academic year**.

Failure of payment will require a New Registration fee upon the child's return to school.

Places will not be kept for any child while they are away from the school without normal payment being made.

Child sickness or short-term absence from school does not affect payment. ^[1]_[SEP]

CURRENCY

All fees are payable in US Dollars or in Tanzanian Shillings (at the dollar exchange rate published at the time of payment). *We do not accept - *any other foreign currency or 1\$ notes. LARGE DENOMINATION BILLS ARE GREATLY APPRECIATED. PLEASE MAKE SURE THAT ALL NOTES ARE DATED FROM 2006 ONWARDS. No Cheques Please.

Bank Deposit and Direct pay payments made directly into our account or through X Pay are accepted and encouraged. We have US\$ and TSH accounts. Details will be provided on your invoice.

INVOICE

All payments are due as indicated on your invoice. Late payments of 1 week or more from the date stated on the invoice will be subject to a LATE FEE of 10\$ per week. After the second week of delayed payment the child will not be allowed to attend school

UNTIL Full payment is made. For special circumstances regarding Late payments please contact the school Administrator prior to the invoice due date, other arrangements cannot be made after the due date has passed.

EARLY WITHDRAWAL NOTICE

We kindly ask parents to inform the school and give at least 4 weeks notice of the intention to withdraw your child from school. For the best sustainability of school finances, here below our refund policy. No exemptions will be made.

For monthly fee plan: the started academic month will be paid. 150 \$ deposit will be refunded.

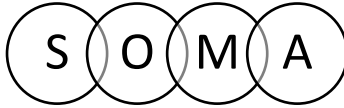
For Termly fee plan: If the term is not completed, only the month started will be paid under monthly fee basis and difference rate with term plan will be refunded.

Example: If you child is in Primary Class, leaves the school on the 9th of the month, this month will be charged on basis of 400\$ (see chart above).

We deduct 400\$ - 1065\$ (termly basis fees)

SOMA CHARITABLE TRUST – Pwani Mchangani - Zanzibar

P.O.Box 3525 Shangani, Zanzibar +255 (0)625 455 294 - admin@zanzibarkins.com



CHARITABLE TRUST

So total of 665\$ will be refunded on tuition fees + 150\$ deposit will be refunded.

For all yearly payments only, full terms will be refunded. If a term has started, the month started will be paid on monthly fees basis, the rest will be refund after deduction of the month paid. (See above example) 150 \$ deposit fees will be refunded.

I _____ agree to abide by and uphold the above admission and payment policy.

I am choosing the follow beloved payment methods:

Monthly	<input type="checkbox"/>
Termly	<input type="checkbox"/>
Annually	<input type="checkbox"/>

I understand that this policy is in place to ensure the financial wellbeing and stability of the school. I also understand that failure to follow this payment policy could result in my child/children losing their place at KINS.

Date and Signature.

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