

## **ADMISSION AND PAYMENT POLICIE September 2024 – August 2025**

### **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**

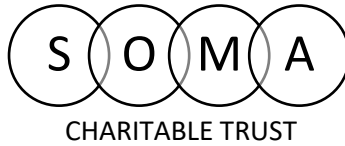
3 days are offered to the families to discover our school, environment and classes. During 3 days parents and children are welcome to participate in our school routine and make sure this is the right school for the child.

### **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

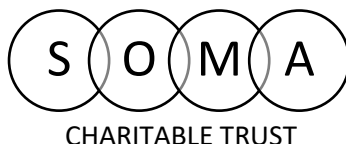
Parents are invited to share a copy of Immunization history prior to enrolment and to also keep their child 's vaccinations up to date.

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 only, excluding extra activity and meal plan fees. Registration fees shall be applied as usual by student however deposit fee will be required by the sibling family if registering children at the same moment.



## TUITION FEES

### **Monthly Payments:**

All monthly payments are due in the first week of each month, and the payment plan consists of 12 installments. This allows for a smoother and more manageable approach to meet the tuition fees throughout the academic year.

### **Termly Payments:**

For termly payments, you are required to make payments in September, January, and June. These installments cover the respective terms and help us maintain the school's operations efficiently.

### **Yearly Payments:**

Yearly payments are due during the first week of September. This is a single payment that covers the entire academic year, providing you with the option to pay the full year's tuition fees upfront.

Class	Monthly	Termly	Yearly
Nursery	\$320	\$925	\$2540
Preschool	\$380	\$1040	\$2860
Primary	\$510	\$1350	\$3685

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

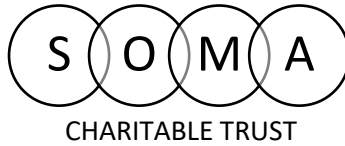
**Places will not be kept for any child while they are away from the school without normal payment being made.**

*Child sickness or short-term absence from school does not affect payment.*

## 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 2016 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.

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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