



# **Kampala Community International School**

## **Financial Terms and Conditions**

1. School fees are due exactly one week prior to the last day of the previous term. These dates are set out in the Term & Fee Dates Table.
2. Fees that are paid late are subject to additional fees:
  - ◆ If a payment is not made within one week of the due date, a \$25 late charge is applicable (unless other arrangements have been made with the Directors).
  - ◆ For every additional day late, a fee of \$5 will be charged.
  - ◆ If fees are not paid within seven days of the late payment notice, attendance at KCIS will no longer be permitted until fees are paid in full, including the late fees (unless other arrangements have been made with the Director).
  - ◆ If fees are not paid within thirty days of the due date, KCIS can no longer hold a space for your child.
3. Lunch, swimming and extended care fees are also due one week prior to the last day of term.
4. Clubs and Private Individual Music Lessons must be paid for before a child commences the programme.
5. All fees are payable in US Dollars and should be paid directly to the bank.
6. Cash can only be accepted in the school office for Morning or After Care, uniform, library costs, late pick up fees and school event tickets. Please note, only shillings are accepted at the school office.
7. Fees once paid are not refundable.
8. If KCIS is forced to move learning online, there is no refund or discount given on fees.
9. If part payment is made, it will be allocated to fees before lunch, swimming & clubs.

10. Fees for new students must be cleared before the student is able to begin at KCIS. Spaces cannot be reserved without financial commitment.
11. Cash payments should be deposited directly to KCIS's bank account.
12. Cheques from Ugandan bank accounts are also accepted and may be presented at the bank or the school office. Cheques are payable to Kampala Community International Primary School. A chargeable fee for bounced checks is \$75 USD.
13. Bank transfers should be received by the due date to avoid late charges. Any transfer charges should be paid by the parent/guardian. Any bank charges not covered will be debited from next term's fees and an equivalent transfer fee added to the next term's fees.
14. Students who enter the school after the start of the term will be charged a full term's fees if before half term and a half term's fees if after half term.
15. One term's notice is due when withdrawing your child from school. If less than one term's notice is given, fees are due for the following term.
16. If your child is withdrawn, there will be no refund after the fees have been paid.
17. If your child is going to be away or withdrawn for an extended period, in order to retain their space at KCIS, the current/following term fees are still expected to be paid on time. If you fail to do so, we cannot guarantee your child's space at KCIS and upon re-entering you will be required to re-register your child, including re-payment of the registration fee.
18. In the case of prolonged default or delay in payment, personal information and details of outstanding school fees may be disclosed to outside agencies for debt collection activities. Any costs associated with collection of outstanding school fees are charged to the parent.
19. KCIS reserves the right to withhold a student's work and reports if fees have not been paid.