



OSHWAL ACADEMY

SCHOOL FEES POLICY

Purpose

This policy explains how Oshwal Academy invoices and collects school fees. It is meant to give parents and guardians a clear understanding of when fees are billed and when they are due, so that every term starts smoothly for pupils, families, and the school.

Status of the School

Oshwal Academy is a private institution. The school enters into a private contract with each parent or guardian for each child separately. School fees are agreed and payable under that private contract.

Because the relationship between the school and each parent is a private one, government directives on school fees do not apply to the school. The fees set out by the school, which are subject to change, and the terms of this policy, are what govern each parent's contract with the school.

Scope

This policy applies to all parents and guardians of pupils enrolled at Oshwal Academy, and to all school fees payable to the school. It should be read together with the other policies of the school, which apply alongside it.

Invoicing

The school will send a fee invoice to parents before the start of each term. Each invoice will clearly show the amount due, the term it covers, and the date by which payment must be made.

Invoices are sent to the contact details held by the school, so parents are asked to keep their contact information up to date.

Payment of Fees

Parents are expected to pay school fees in full before the start of the term.

Payment must be made on or before the due date shown on the invoice.

Fees are payable through the payment methods that the school approves and states on the invoice.

Late or Non-Payment

Where fees are not paid on or before the stipulated day of payment, a penalty of Ksh 10,000.00 will be levied. If the fees and the penalty are not paid the school is entitled at its own discretion to deny services. Any parent who expects to have difficulty paying on time is encouraged to contact the school office before the due date so that the matter can be discussed.

Questions

Any questions about an invoice, the amount due, or this policy should be directed to the school office well before the due date of the invoice.