



BROOKHURST INTERNATIONAL SCHOOL

Offering British National Curriculum (Year 4-13)
Educating both Boys and Girls for Success in a Changing World

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24th March 2016

SCHOOL FEES POLICY AND PROCEDURE GUIDELINES

The purpose of this document is to provide the parents and administration with guideline related to school fees payment, increment and refunds.

School fees policy statements

The amounts of school fees charged in Brookhurst International School will forever remain lower compared to other schools as per the wish of the founder to increase access to international quality education to as many children as possible. This is the second primary objective and motivation of establishing the school.

The management will focus on collecting 100% of the fees before the start of every term to ensure the recurrent budget is well funded by fees collected. We request our parents to cooperate by depositing fees before the start of every term to enable the school function smoothly.

The school aims to ensure the student's learning calendar is not interrupted due to non-payment of fees. We encourage the parents to undertake effective financial planning to ensure fees is paid when it follows due.

Specific guidelines

1. Fees amount and increment

The fees amount is indicated in the fees structure provided annually. Increment is done annually to take care of increased cost of living and range between 10-20%. We consider cost of living index and additional services the school might have introduced resulting to increased expenditure.

2. School fees Payment

Payment of 100% school fees into the school bank accounts is done before the start of every term. Remember to indicate the name of the student and grade. A bank deposit slip is provided as prove of payment before the student is re-admitted into the school. No money is paid in cash and in case this happens, the school will not acknowledge any liabilities. Note: fees paid are not refundable. See details of bank accounts below at the bottom of this document.

3. Student pocket money and payment

Pocket money is Kshs5,000 which is deposited into the bank together with the fees amount. Students should not carry any money to the school at any time. The accounts office provides them with money during trips when required. Statement of how the money has been spent is provided to each student and parent at the end of every term

4. Payment for aviation

Funds for students taking aviation are deposited directly into the aviation bank account in Family bank. The fees structure is provided annually to the students and parents. The school only charges kshs20,000 per term for facilitating the program and all other monies are paid to Flight Training Center. No parent or student is allowed to make payment directly to the Flight Training Center to allow effective coordination. Bank details are as follows: **Brookhurst International School, 046000019333 Kilimani Branch.** Write the name of the student and grade.

5. School fees collection

Parents are required to send bank deposit slips at least three days before school opening to allow accounts department update records and produce a list of students to be re-admitted back (Those who have cleared the fees)

6. Credit Facility

We acknowledge that some parents may sometimes have difficulties raising the whole school fees amount. We have approached Family Bank and negotiated a credit facility for Brookhurst International School Parents for the purpose of paying school fees. You can approach any branch across the country. For parents who are in Nairobi and its environs we encourage you to approach Family Bank - Corporate branch in Family Bank Towers - Mwindi Mbingu Street. Contact the Branch Manager - Ann Mbugua on 0722801163 or email ambugua@familybank.co.ke

7. Refund of Caution money

Refund of cushion money is done after a student has cleared with the school. Any outstanding amount arising from damage of school property is deducted. Refund is only done if the parent has cleared the fees. A cheque is written in the name of the parent and not the student. This is done at least three days after a clearance form has been received and verified by accounts office.

8. Withdraw of student from school and school fees refund

In case a parent may wish to withdraw a student from school due to reasonable circumstances, a notice in writing of one term to the management is required. If the notice is not given, the parent will be required to pay school fees one term in lieu of notice. The aim is to ensure the school runs its budget smoothly throughout the term to ensure services are not affected when income is drastically reduced.

9. Official school bank accounts :

Brookhurst International School EQUITY BANK ACCOUNT– KES 0010260550844 Branch: Four ways	Brookhurst International School EQUITY BANK ACCOUNT – USD 0010260550853 Branch Four-ways Corporate Swift Code:EQBLKENA Corresponding Bank: Citibank N.A London Swift Code: CITIGB2L	Brookhurst International School Standard Chartered Bank– KES 0102023806400	Brookhurst International School Standard Chartered Bank – USD 8752523806400	Brookhurst International School , Family Bank – Family Bank Towers 068000010111	Aviation account only Brookhurst International School , Family Bank – Kes 046000019333 Kilimani Branch
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10. Commitment clause

I have read and understood this policy and will adhere to its implementation and terms

Parent/ Guardian Name _____

Sign _____ Date _____

Son/daughter’s name: _____ Grade _____