



### **Introduction**

The timely payment of school fees is crucial for the smooth running of the school. Fees must be paid on or before the start of the current school term and are non-refundable. The information below will explain the structure and components of the school fees, their purpose, and the policy regarding payment and methods of payment.

Oakland International British School accepts that fees are a critical form of revenue for the school and that prompt payment of all fees is the responsibility of all parents or guardians of Oakland pupils. The fees and levies collected at Oakland are essential in providing a high-quality education for our pupils.

### **SOP Purpose:**

At OIBS, we have strived to make the process of school fee payment as simple as possible to ensure that all parents enjoy a stress-free experience. This will ensure that we have a detailed and proper process for the payment of school fees and following up on unpaid fees.

### **Aims of Policy**

This policy aims to ensure a consistent, fair, and non-discriminatory approach to dealing with parents who have not paid their child's school fees on time. The objective of this policy is to establish a standard process that everyone is aware of and adheres to. It is vital to have a consistent approach to prevent any confusion or discrepancies.

### **Payment of Fees**

All OIBS invoices shared and fees must be concluded and paid for on or before the sixth week of resumption(half-term). After half-term, pupils with outstanding fees will not be allowed into the school premises.

Parents or guardians jointly and severally (where applicable) agree to pay the fees applicable to each term directly to the school's account.

- Account Name: Oakland International School
- Account Number: 0699616283
- Bank Name: Access bank

### **Liability of Parents/Guardians**

- Cash payment is not accepted in OIBS. Accepted methods of payment for fees will now include bank transfer, card payment with the school's Point of Sale(POS), and bank deposit.
- An agreement with a third party (such as a Company School Fee Plan) to pay the fees or any other sum due to the school does not release the parents from liability if the third party defaults and does not affect the operation of any other of these terms and conditions unless an express release has been given in writing, signed by the Head of School.
- An agreement by the school to accept payment of fees in installments is concessionary and will be subject to separate agreement(s) between the parents and the school.
- Any agreements (payment plans) will be confirmed in writing and signed by both parties.
- If parents have entered into a payment plan with the school and more than one payment is missed, then the school reserves the right to request the full amount immediately.
- If a debt rises to an unacceptable level, the school reserves the right, in extreme cases to exclude the pupil on three days' written notice if fees remain overdue for payment.
- The parents shall also be liable to pay all costs, fees, disbursements, and charges including legal fees and costs reasonably incurred by the school in the recovery of any unpaid fees regardless of the value of the school's claim.

### **Transferring/Leaving Pupils**

We appreciate that changing family circumstances will sometimes require that a pupil transfer to another

## *School Fees Policy*

school. Fees will be payable for the whole of the term in which the enrolment is terminated, except in cases where the Head of School determines that fair notice has been given by the parents/guardians before removal.



### **Non-Payment of Fees**

On rare occasions, parents/guardians fail to pay their account, do not respond to reminder notices, and do not contact the school to make alternative arrangements. In these instances, the school is reluctantly forced to consider instigating legal action.

The matter then effectively passes out of the school's control and all negotiations for payment must then be made with the law firm. Any fees incurred by the school in collecting outstanding fees (including law firm) will be passed on to the parent/guardian concerned.

### **RESPONSIBILITIES:**

1. The school accountant will ensure that all invoices are accurately compiled, updated, and ready for collection between the **first and second week of resumption**;
2. The admin office will ensure that the distribution of hard copy invoices is shared with all parents;
3. The head of administration will make calls to the parents/guardians.
4. The admin office will ensure that all signed documents are placed in the children's files.

### **Exception**

Parents with an active fee payment plan in agreement with the school either to be paid individually or by the parent's company or place of work will be excluded from the half-term deadline.

A handwritten signature in black ink, appearing to read "Barakah Saleh Mutallab".

**BARAKAH SALEH MUTALLAB**

*School Director*