



FEE POLICY

SCHEDULE OF SCHOOL FEES FOR THE ACADEMIC YEAR 2024-2025

1. Registration and Admission fees

Particulars	Amount
Assessment fee- One time	200 GHC
Registration fee- (non- refundable) One time	2500 GHC

SCHOOL FEES

Grade	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Yearly
Preschool	5500 GHC	2836.6 GHC	2836.6 GHC	2836.6GHC	14,010 GHC
KG	5500 GHC	3468 GHC	3468 GHC	3468 GHC	15904 GHC
1st	5500 GHC	3468 GHC	3468 GHC	3468 GHC	15,904 GHC
2nd	5500 GHC	3468 GHC	3468 GHC	3468 GHC	15,904 GHC
3rd	5500 GHC	3568 GHC	3568 GHC	3568 GHC	16,204 GHC
4th	5500 GHC	3568 GHC	3568 GHC	3568 GHC	16,204 GHC
5th	5500 GHC	3568 GHC	3568 GHC	3568 GHC	16,204 GHC

2. School Fees- Cut off Dates

Fee payment after below dates will be considered as a late payment and a penalty will be applicable.

Quarter	Date
1st Quarter- Payment of fees due on or before	September 2, 2024
2nd Quarter- Payment of fees due on or before	October 28, 2024
3rd Quarter- Payment of fees due on or before	January 13, 2025
4th Quarter- Payment of fees due on or before	April 7, 2025

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3. Other Fees

3.1 Textbooks and Digital Resources

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Textbook Fees for Academic Year 2024/25	
Science Lab	1000 GHC
Library	1000 GHC
Preschool	1300 GHC
Kindergarten	1300 GHC
1st grade	1300 GHC
2nd grade	1700 GHC
3rd grade	1700 GHC
4th grade	1700 GHC
5th grade	1700 GHC

3.2 Uniform Fees

2 Tops and PE Kit	
Preschool	350 GHC
Kindergarten	450 GHC
1st grade	450 GHC
2nd grade	475 GHC
3rd grade	475 GHC
4th grade	475 GHC
5th grade	475 GHC

4. Notes

- a. A 2% discount is offered on yearly tuition fee if payment is made in full in advance before the beginning of the academic year.

- b. Parents are expected to ensure prompt payment of each installment of fees. Failure to pay promptly will invalidate all discounts. If tuition fees are not paid within the due date, the school has the right to exclude the child from school.
- c. A Sibling discount on tuition fee is available for the third and subsequent children studying in the school at the rate of 10% for the 3rd and above.
- d. One-month notice prior to the commencement of the new term is required for withdrawal of the child from the school.
- e. The tuition fee will not be refunded after the commencement of the Term.
- f. The above school fees are subject to review and may be increased subject to approval from the head of school.
- g. Mode of Payment: Ghana Cedi or USD (at the current rate) is acceptable by cash or electronic transfer.

Special Notes

Any change to the above approved fees shall be updated on the website and informed through formal communication and henceforth revised fees will be applicable.

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Connect
Grow
Inspire.

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TERMS AND CONDITIONS- ADMISSIONS

1. APPLICATION, REGISTRATION AND PRE-REGISTRATION (FEES & DEPOSITS) NEW STUDENTS

- Upon application a non-refundable/non-transferable application fee is payable.
- The acceptance of a place will be confirmed by payment of a non-refundable registration fee and the refundable deposit along with an acceptance letter.
- When a place is offered the Registration Fee and Deposit must be paid within 7 days. Failure to adhere to this will lead to the offer of a school place being withdrawn.
- The schools Registration Fee cannot be refunded or transferred under any circumstances.
- The deposit will only be refunded if the school is notified one-month before the start date, and where this notice is given in writing.
- Deposits will be offset against term one fees.
- For a child currently attending the school a pre-registration deposit is required in order to secure a place for the subsequent academic year. This deposit is non-refundable/transferable and is credited to the fees for the first term (or other amounts due to the school if applicable)

2. SCHOOL FEES

- School Fees encompass the costs incurred in the usual course of education by the school.
- Any activities outside of the core curriculum, such as educational visits, sports trips and private music lessons which you agree to in advance will be supplemental items. Fees for these activities will be charged accordingly.
- All public examination charges and any additional charges incurred by the school for providing for special educational needs of a child will be charged as supplemental to school fees.
- The signing of the school's acceptance letter signifies acceptance of these terms and conditions. Each person who has signed the acceptance letter is liable for the whole school fees due and any supplemental charges.
- If the acceptance letter is signed by multiple parties, one of them may withdraw from the agreement with the school through submitting a written notice signed by all other signatories to the original agreement.
- If, at the time of accepting the offer of a place at the school, you inform us that the start date is to be a day other than the first day of the academic year no reduction in fees will be given.
- Fees are due on a termly basis and there will be no reduction in fees due to absence from school. Likewise, prepaid supplemental charges will not normally be reimbursed.



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3. NOTICE REQUIREMENTS

- If you wish to withdraw your child from school at a date other than a normal leaving date the school admissions office requires that one month's notice be given in writing. If insufficient notice is given, we will withhold references and documentation until any outstanding fees are paid.
- If a student wishes to transfer to another school a vacancy letter will be required. Before a transfer will be processed all outstanding fees must be paid.
- If a child is withdrawn after one calendar month into a prepaid term, no monies will be refunded. If a child is withdrawn within one calendar month of the start of the academic year fees will be charged on a pro-rata basis.
- If your child is withdrawn within one calendar month after the beginning of a prepaid term no fees will be refunded.