

## **IEA School Fee Policy**

### **School Fees**

- At the start of each term, no student is to be admitted to school if school fees are outstanding from any prior year.
- No annual fees should be outstanding, late annual fees must be converted to term fees.
- Schools should be actively following up on outstanding fees.
- At the start of each term no student is to be admitted to school if school fees are outstanding from any prior term in the current year
- As the end of Term 3 is approaching, schools on three period billing should have 100% of fees collected.
- Term fees are due by week three (3) of each term. If you are using three term payments, these are due by week three (3) of terms 1, 2 and 3.
- Only the Principal will approve the school fee re-payment plan. The parent(s) has to sign and adhere to this agreement.

### **Refunding of School Fees**

1. School fees are determined by the School Board of Governors and approved by the IEA Board.
2. An IEA school may refund school fees in the following circumstances:
  - a. The school or college does not offer the class, grade or programme.
  - b. The student is withdrawn from the school or college.
3. All IEA schools will apply this policy on school fee refunds. School may not vary this policy without written approval from IEA Executive.
4. Schools must communicate this policy to all parents annually. The policy forms part of the student registration agreement.

### **The following conditions apply:**

1. Notice period of withdrawal for refunds is five (5) weeks of term time.
2. Once Term 4 has begun no refunds are permitted for that school year.
3. Withdrawal of a student must be made in writing or on the Notice of Withdrawal form.
4. Student absence or illness does not serve as notice to withdraw.
5. No refunds will apply for temporary absences by the student throughout the enrolment period.
6. In prolonged absence (over one term) parents may wish to withdraw a student. Notification periods apply.
7. Where the school applies a temporary suspension, no refund applies.
8. Where a permanent exclusion applies, the date of exclusion is the date of withdrawal.
9. No refunds will apply in circumstances caused by a Force Majeure Event in which the school cannot operate with students in attendance, these include, but are not limited to;
  - a. Temporary closure of a school or rescheduling of school terms and holidays.
  - b. Government or local authority closures of the school.
  - c. National or local security concerns or disruptive events (including man-made and natural events).
  - d. Pandemic or other public health events.
  - e. IEA will in such circumstances operate in the best interests of student and staff safety.
  - f. In such events the school will as far as reasonably possible continue to provide educational opportunities for students or reschedule teaching periods, term dates and term breaks.
10. IEA will only make refunds to the individual, company or organisation that paid the fees.
11. Where the individual that paid the fees has died, refunds will be paid to the relevant estate on production of written authority.
12. Calculation of the amount of a school fee refund is by the procedure determined by the IEA.