

ALEXANDERS FEE POLICY 2025

Alexanders is a private and selective school offering the British National Curriculum.

Registration Fee

If a place at Alexanders is offered to your child, you will be required to pay a Registration Fee of N\$5 000 to secure your child's place.

The Registration Fee is a **once-off and non-refundable payment** when joining the school. If the Registration Fee is not paid, your child's place will be offered to the next person on the waiting list. Once paid, the Registration Fee is non-refundable in the event that the place is not taken up by your child. For more information on admission, please refer to the Alexanders **Admissions Policy 2025**.

School Tuition Fees

Monthly school tuition fees cover lessons, educational resources, books and stationery. The fees do not cover the cost of external examination fees, uniform items, outings and excursions, after-school clubs, individual music tuition or extra-curricular examination fees such as music examinations. Fees do not cover the cost of any snack or lunch.

Tuition fees are payable in advance and are payable on or before the 3rd of the month.

Early Bird payment of fees in advance incur a 20% discount on the annual tuition fee. Early Bird payments are due on or before 3rd November of each year.

Super Saver payment of fees in advance incur a 15% discount on the annual tuition fee. Super Saver payments are due on or before 3rd December of each year.

Annual payments of fees in advance incur a 10% discount on the annual tuition fee. Annual payments are due on or before 3rd January of each year.

Termly payments of fees in advance incur a 5% discount on the termly tuition fee (monthly fee x4). Termly payments are due in three instalments on or before 3rd January, 3rd May and 3rd September.

Payments not received by the date specified above will lose the discount provided.

Late Payment of Tuition Fees

Any fees not received **in full** on or before the 3rd day of the month will be deemed as late and a N\$550 late payment fee will become payable.

Should the account remain unpaid on the 15th of the month, then a second late payment fee of N\$550 will be charged to the account.

Should the account remain unpaid on the last day of the month, then the child's place or children's places will be suspended and the child or children will not be entitled to attend the school from the 3rd day of the following month until **all** outstanding amounts have been **paid in full** and the customer account **cleared of all arrears**.

Parents are encouraged to speak with the school should a payment issue arise.

Notice of Withdrawal

Should you wish to withdraw your child or children from Alexanders Private School, a calendar month's written notice must be given. Therefore, written notice must be given on or before the 1st day of the month prior to withdrawal from the school. Failure to provide written notice will necessitate payment of a month's fees in lieu of notice.

Should Alexanders - the staff, the Senior Leadership Team and/or the Principal - no longer be satisfied that a student (and parents or guardians) are willing to:

- (a) benefit from the challenges of the British National Curriculum - an international curriculum;
- (b) benefit from a smaller school setting like Alexanders;
- (c) wholly abide by the school's rules, procedures and policies;
- (d) wholly embrace the school's ethos of diversity and tolerance; and
- (e) contribute fully, actively and positively to the Alexanders School community.

The school reserves the right - at the discretion of the Principal - to require the child or children be withdrawn from Alexanders Private School provided one calendar month's written notice is given.

For more information please refer to the school's policies available to download from the school website.

Emergency Closure

In unavoidable and exceptional circumstances, such as contagious infection or consequential damage following a fire or adverse weather, it may be necessary to close all or part of the school at short notice during term time. As is common with most private schools, it is not Alexanders's policy to refund tuition fees in such circumstances.

Final Note

New Parents: In signing the Registration Form, you agree to accept the conditions of this policy.

Current Parents: In returning your child or children to the school on the first day of the new academic year, you agree to accept the conditions of this policy.

REVISED: 10 SEPTEMBER 2024

Parent / Guardian Signature: Date: