



Woodland Star International School **School Fees (2020 – 2021)**

Early Years Program:

Enrollment fees:

Registration deposit: \$1,000 (new students only, deductible from tuition fees)

Payable by parents per annum:

Annual Capital Levy: \$300 per year

Tuition fees: **EY1 (2 yrs - 3 yrs), EY2 (3 yrs – 4 yrs) and EY3 (4 yrs - 5 yrs)***

1/2 days, 3 days per week **: \$3,390 per year (or \$1,130 per term) (** applicable to EY1 only)

1/2 days, 5 days per week: \$4,860 per year (or \$1,620 per term)

Full day, 5 days per week: \$6,900 per year (or \$2,300 per term)

**all classes are multi-age and ages indicated above refer to typical ages of children; exceptions to the indicated age ranges are possible and fees are classified according to class enrollment, rather than by age*

Optional fees:

Lunch: \$660 per year (or \$220 per term)

Transport: Tigoni \$1,320 per year or \$440 per term (first child)
\$924 per year or \$308 per term (second child)
\$660 per year or \$220 per term (third child)

Rosslyn/Runda \$2,625 per year or \$875 per term (first child)
\$1,845 per year or \$615 per term (second child)
\$1,320 per year or \$440 per term (third child)

Learning Support Fees: Treated on a case-by-case basis

Additional discounts (applicable to tuition fees only):

Sibling discount: A 5% discount applies for each additional child from the same family

Primary, Middle, and High School Program:

Enrollment fees:

Registration deposit: \$1,000 (new students only, deductible from tuition fees)

Payable by parents per annum:

Annual Capital Levy: \$500 per year

Primary Years 1 - 4 (6 yrs - 10 yrs*):

Tuition fees (self-paid): \$12,570 per year (or \$4,190 per term)

Tuition fees (employer-paid): \$17,775 per year (or \$5,925 per term)

Lunch (optional): \$810 per year (or \$270 per term)

Middle Years and High School (11 yrs - 16 yrs*):

Tuition fees (self-paid): \$12,960 per year (or \$4,320 per term)

Tuition fees (employer-paid): \$18,345 per year (or \$6,115 per term)

Lunch (optional): \$885 per year (or \$295 per term)

**all classes are multi-age and ages indicated above refer to typical ages of children; exceptions to the indicated age ranges are possible and fees are classified according to class enrollment, rather than by age*

Other optional fees:

Transport: Tigoni \$1,320 per year or \$440 per term (first child)
\$924 per year or \$308 per term (second child)
\$660 per year or \$220 per term (third child)

Rosslyn/Runda \$2,625 per year or \$875 per term (first child)
\$1,845 per year or \$615 per term (second child)
\$1,320 per year or \$440 per term (third child)

Learning Support Fees: Treated on a case-by-case basis

Additional discounts (applicable to tuition fees *only*):

Sibling discount: A 5% discount applies for each additional child from the same family

Pre-payment: Termly: A discount of 3% will be applied to tuition fees paid at least 1 calendar month prior to the start of the following term.

Fees for Term 1 are due no later than 31st August 2020. Amounts outstanding after this date attract a 2% penalty per month.

FINANCIAL POLICY

Woodland Star School desires to be faithful in providing excellent teachers, facilities, and curriculum for learning. Additionally, it is the school's responsibility to not compromise the integrity and respectability of the *Village* in relation to its financial obligations. As a part of our school community, it is the duty of each member to pay the school tuition and other fees in a timely and respectful manner so that our school functions optimally. Before committing to Woodland Star International School, please review the school fee structure and determine if you are able to meet this obligation for the full academic year. Kindly note that fees and applicable discounts are reviewed annually and are subject to change in subsequent academic calendars.

Woodland Star expects parents to:

- Pay school fees on or before the due date on their invoice, or alternatively apply for a payment plan.
- Contact the school prior to the due date if the payment date requires an extension (this applies to *both* self-paid *and* employer-paid categories). Permission must be granted by the School Principal/Finance Director for an extension.
- Understand that if school fees (including capital levy fees, transport fees, and lunch fees) are not paid by the due date, they will be issued an additional invoice with a 2% penalty fee for each month that the fees are late.
- Understand that if school fees (including capital levy fees) are not paid within 30 days of the due date, their child(ren) may not attend class until fees have been paid (unless the school board has approved otherwise).
- Accept that no transcripts, reports, or teacher evaluations will be shared until school fees have been resolved.
- Be liable for the entire term's school fees once the term has commenced, as the budget for the school year has been established, even if a parent withdraws the student(s) from the school.

Registration and enrollment of new students:

In order to confirm registration at Woodland Star International School a once-off, refundable* registration deposit of \$1,000 is required. Where there are multiple students from the same family, the \$1,000 is applicable per family, and not per student.

In order to secure enrollment this registration deposit must be paid annually and is deducted from the last term's tuition fees. Alternatively the registration deposit may be rolled over annually and is deducted from remaining tuition fees upon leaving the school.

If a student's place is canceled after payment of the registration deposit, but before the start of the upcoming term, the registration deposit is non-refundable, but all pre-paid tuition fees will be refunded.

** subject to tuition fees being fully up to date*

Discounts:

The school provides self-pay tuition fees and specific discounts (to tuition only) to siblings, as well as for early payments (see below):

- Self-pay tuition (Primary & Middle Years only). Self-pay tuition fees are *only* applicable where families are personally responsible for paying 50% or more of tuition fees. Families falling within the self-pay tuition fee bracket may be requested to submit a dated, signed and stamped letter to the school from their employer stating the degree to which the family is responsible for the payment of their child(ren)'s tuition fees.
- 5% sibling discount (not including the first child, and only applicable to children legally under the same parents or guardians).
- 5% pre-payment discount is applied to the tuition when paid in full at the beginning of the academic year (Primary & Middle Years only).
- 3% pre-payment discount is applied to an upcoming term's tuition fees when paid at least one calendar month prior to the start of the upcoming term. (Primary & Middle Years only).
- No discounts are given on the annual capital levy.
- For any temporary additional discounts, a "Special Discount Request Form" must be submitted to the School Advisory Board for approval. This form must be accompanied by a cover letter stating the reason(s) for the additional requested discount. Any approved additional discounts are valid for (at most) one academic year only, and must be completed/reviewed annually if the family desires continued assistance.

Late payments:

Payments that are not received within the allotted time frame are subject to a 2% penalty per month on their tuition and other fees, unless an approved payment plan is in place. If fees have not been paid by the end of the term, students will not receive their reports. Furthermore, if fees have not been paid within 30 days of the due date, the student will not be admitted to class. If there are unique financial circumstances that impede payment, a letter must be written to the School Advisory Board requesting an extension. The letter should include the reason for the request, as well as a proposed payment plan.

Payment plans:

Payment plans may be applied for at a cost of \$100 per year. These payment plans are required to conform to the following conditions:

- The first installment must be paid on or before the first day of school.
- The second installment must be paid one month after the first day of school.
- The final installment must be paid two months after the first day of school (when all fees are expected to be fully paid).

Payment plans that are not adhered to will be revoked and are subject to the 2% penalty per month on their tuition.

Rolling admissions and joining students:

The school offers rolling admissions throughout the year and student enrollment is possible at any time during the school term, subject to available space. In the event that a student enrolls part-way through the term:

- Families are liable to pay the whole term's tuition fees where the child(ren) commenced school (at any point) before the mid-term break of that term.
- Families are liable to pay half the term's tuition fees where the child(ren) commenced school (at any point) after the mid-term break of that term.

Refunds and withdrawal of enrolled students:

It is recognized that there are extraordinary circumstances that impact a student's ability to complete a term or academic year. Refunds are made under certain conditions (please see below):

- Families wishing to remove their children from the school are required to give a full term's notice (i.e. give notice at the end of the previous term), and will subsequently not be required to pay tuition fees for the following term.
- Should the notice of removal of a child be given less than a term in advance, but before the commencement of the following term, parents are required to pay 75% of the tuition fees for the following term. Similarly, where tuition fees for the following term have already been paid, the school will reimburse 25% of the term's tuition fees.
- If a student leaves part-way through a term, families are responsible to pay the full tuition fees for that term, no matter the duration of attendance.
- Where a student receiving specific learning difficulties support leaves part way through a year it may not be possible to refund any amounts, as learning support teachers may be engaged by the school on a part-time basis or be seconded to an external institution offering learning support. The School will use its best endeavors to reallocate this time and should this be possible, 25% of the fee will be refunded for each unused term. Where less than the required term's notice is given, parents are liable to continue to pay for the services of the learning support teacher in lieu of notice, in addition to paying the required severance pay (as per Kenyan Labour Law).
- Parents will be refunded for pre-paid lunches if they leave part way through a year.
- Pre-paid transport will not be refunded.

Prorating the capital levy:

If a student enrolls during term two or three of the academic year, the capital levy may be prorated accordingly.

Learning support costs:

The school offers limited support for learning and behavioral needs. If a child is assessed and additional support is recommended that is beyond the current resources and capacity of the school, a supplementary fee will be applied in order to source the necessary assistance (i.e. if a one-on-one assistant (learning support teacher) is needed for your child).

Payment of and services through third party service providers:

Payment of third party specialist services (such as Occupational Therapy, Speech Therapy, etc) that are *school-related* and take place *on school campus* may be channeled through the school's finance office, and are approved at the discretion of the school's financial director. If approved, a 10-15% service charge is applicable to process these additional payments.

While all efforts will be made to keep costs consistent throughout the school year, the costs of services provided through a third party service provider, such as lunch and transport, are subject to change.

PLEASE SEE FOLLOWING PAGE
FOR BANK ACCOUNT DETAILS

WOODLAND STAR INTERNATIONAL SCHOOL
BANK ACCOUNT DETAILS:

KENYAN SHILLING BANK ACCOUNT DETAILS:

Account Name: Woodland Star School Limited
Account Type: Kenya Shillings
Account Number: 8313400012
Bank: NCBA BANK KENYA PLC
Branch: Two Rivers
Bank Code: 07000
Swift Code: CBAFKENX
Bank Address: NCBA Centre, Mara and Ragati Roads, Upper Hill
PO Box 44599, 00100, Nairobi, Kenya
Physical Address: Two Rivers Mall, 2nd Floor, Wing B
Bank Telephone: +254 711 056 444 / +254 732 266 757
Bank Email: rayan.otuka@cbagroup.com

Please note: Notify us once you have banked or authorized a wire transfer so that we may verify and confirm receipt of the transaction.

US DOLLAR BANK ACCOUNT DETAILS:

Account Name: Woodland Star School Limited
Account Type: US Dollar
Account Number: 8313400028
Bank: NCBA BANK KENYA PLC
Branch: Two Rivers
Bank Code: 07000
Swift Code: CBAFKENX
Bank Address: NCBA Centre, Mara and Ragati Roads, Upper Hill
PO Box 44599, 00100, Nairobi, Kenya
Physical Address: Two Rivers Mall, 2nd Floor, Wing B
Bank Telephone: +254 711 056 444 / +254 732 266 757
Bank Email: rayan.otuka@cbagroup.com

Intermediary Bank (Correspondent bank):

Bank Name: Standard Chartered Bank New York
Bank Address: One Madison Avenue, NY, 0010-3603, USA
Swift Code: SCBLUS33
ABA Routing Number: 026 002 561
CBA Account Number: 3582021752001

Please note: Notify us once you have banked or authorized a wire transfer so that we may verify and confirm receipt of the transaction.