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FIRM FOUNDATION CHRISTIAN ACADEMY

SCHOOL FEES DISCOUNTS POLICY - 2027

1. Purpose

This policy sets out the discounts that may be granted by Firm Foundation Christian Academy and the conditions governing their application. Its purpose is to encourage timely payment, support families where appropriate, recognise academic achievement and promote enrolment, while protecting the school's financial sustainability.

2. General principles

- All discounts are concessions against tuition fees only, unless the school expressly confirms otherwise in writing.
- Registration, administration, examination, transport, meals, uniforms, activity charges and other levies are excluded from discounts.
- Discounts are not automatic. Eligibility must be verified by the Finance Department and approved in accordance with this policy.
- A discount may not be exchanged for cash, refunded, transferred to another student or carried forward as a credit.
- Parents and guardians must ensure that the student's account is up to date and comply with the school's published payment arrangements.
- The school reserves the right to review, amend or withdraw a discount scheme for future terms or academic years, subject to appropriate notice.

3. Approved discount categories and proposed rates

The following schedule reflects the proposed discount structure. It becomes operative only after formal approval by the Board of Directors.

Discount category	Proposed benefit	Eligibility / application
Sibling discount	10% of tuition	For the second child and each subsequent sibling enrolled at the school. The discount is applied to the tuition account of the eligible sibling(s), subject to verification of the family relationship and enrolment status.
Compassionate discount	Up to 30% of tuition for one term	A 30% discount on tuition fees for the affected term may be granted in the event of the death of a student's parent. The discount is subject to written approval by

		the Board of Directors and submission of supporting documents where required.
Early annual payment discount	8% of annual fees.	For full annual fees paid and cleared by the school on or before 1 December preceding the relevant academic year.
Termly early payment.	3% of the full term's fees.	For a parent who has fully paid next term's fees before the close of the current term.
Referral discount	5% of tuition for one term	For a parent or guardian who successfully refers a new student. The referred student must be formally enrolled and have paid the required fees. The discount is applied only after Finance verifies the referral.
Academic discount – Form 4	50% of tuition	For students achieving 7 As or above, as verified by official examination results. The proposed benefit is, subject to annual verification of eligibility and continued compliance with school requirements, continued eligibility is re-assessed at Cambridge AS level.
Academic discount – Form 5	30% of tuition	For students achieving 5 As or above, as verified by official examination results. The proposed benefit is, subject to annual verification of eligibility and continued compliance with school requirements, continued eligibility is re-assessed at Cambridge AS level.
Academic discount – Form 6	20% of tuition	For students achieving 3 As or above, as verified by official examination results. The proposed benefit is, subject to annual verification.

4. Rules on combining discounts

Discounts are not cumulative. A student may ordinarily benefit from only one discount category at a time. Where a student qualifies for more than one category, the highest-value eligible discount will normally apply, unless the Board of Directors approves an exception in writing. No parent, guardian, employee or administrator may promise or grant a combination of discounts without written approval.

Where a discount is expressed as applying for a term, it applies only to the specified term. It does not automatically renew or carry over to another term. Annual and academic discounts remain subject to the specific eligibility and review conditions set out in this policy.

5. Application, verification and approval

1. Parents or guardians must submit any required discount application or supporting documents to the Finance Department.
2. Finance must verify the student's enrolment, account status, payment history, examination results or referral details, as applicable.
3. Finance must record the discount category, percentage, period covered, amount and approval reference on the student's account.

4. Compassionate discounts and any exception to the non-cumulative rule require written approval from the Board of Directors or an authorized delegate.
5. No discount is valid on the basis of a verbal discussion or informal assurance. Only written approval issued through the school's authorized process will be recognised.

6. Payment and account conditions

- Unless an approved compassionate arrangement states otherwise, students with overdue balances may be disqualified from receiving or continuing to receive a discretionary discount.
- The early annual payment discount is available only when the full annual tuition amount has been received in cleared funds by the stated deadline.
- If a payment is reversed, dishonored or subsequently found not to have cleared, the related discount may be withdrawn and the account adjusted.
- A discount does not cancel any outstanding amount that is not covered by the discount. Parents remain responsible for all fees and charges due under the school's fee schedule.

7. Approval

This policy has been approval by the Board of Directors of Firm Foundation Christian Academy.

FIRM FOUNDATION CHRISTIAN ACADEMY

BOARD OF DIRECTORS