FIRM FOUNDATION
CHRISTIAN ACADEMY
Preparing students for success in a changing world

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**FIRM FOUNDATION CHRISTIAN ACADEMY**

**SCHOOL FEES PAYMENT POLICY**

**1. Standard Payment Requirements**

- All school fees are payable in advance before the commencement of each school term.
- Parents and guardians are encouraged to settle fees in full before the beginning of the term.
- Payments must be made through the school's approved payment channels and in the stipulated currency.
- Proof of payment must be submitted to the Finance and Administration Department for receipting and allocation.
- Finance and Admin email: finance@firmfoundation.co.zw

**2. Full-Year Payment Discount**

- Parents who settle the full year's school fees by **1 December preceding the academic year** will qualify for an **8% discount on the full year's fees**.
- The discount is applicable only where the entire annual fee payment is received by the stipulated deadline.

**3. Withdrawal and Refund rules**

- Parents or guardians intending to withdraw or transfer a student to another school are required to provide the school with **at least one full academic term's written notice** prior to the intended date of withdrawal.
- All outstanding fees and other financial obligations must be fully settled before the student is cleared for transfer.
- Failure to provide the required notice may result in parent/guardian remaining liable for fees for the notice period, subject to the school's approved fee policy.
- **Non-Refundability:** Tuition fees for a current active term are generally non-refundable once classes commence.

**4. Instalment Payment Arrangements**

- Parents unable to settle fees in full may apply for an instalment payment arrangement.
- Payment plans are available to parents who have cleared previous term balances and newly enrolled students.
- A minimum initial payment of 50% of the total fees must be paid, with the remaining balance divided into agreed instalments.
- All applications must be submitted before the commencement of the new term and are subject to management approval.

- An administration fee of **US$20** is payable in addition to school fees for approved instalment arrangements.
- Approved payment plans must be signed by both the parent/guardian and an authorised school representative.

**5. Default on Payment Arrangements**

- The school reserves the right to decline payment plan applications from parents who have previously defaulted on payment arrangements.
- Failure to honour an approved payment plan may result in appropriate administrative action, including restrictions on access to lessons and extracurricular activities, subject to applicable law and school policy.
- The school reserves the right to pursue recovery of outstanding fees and any reasonable, lawful recovery costs.

**6. Payment Plan Applications and Communication**

- All payment plan applications, and amendments must be submitted through the school's official communication channels.
- The school aims to respond to complete applications within 48 working hours.
- Parents should allow sufficient time for applications to be reviewed and approved before the commencement of term.
- Verbal agreements with individual staff members or management will not constitute an approved payment arrangement.

**7. Special Considerations**

- Exceptions to this policy may be considered in exceptional circumstances at the discretion of school management.
- Any variation to the standard payment requirements must be formally approved and documented in writing.

**8. Policy Compliance**

All parents and guardians are required to familiarise themselves with and comply with this policy. The school reserves the right to review and amend the policy when necessary.

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**APPROVED BY THE BOARD OF DIRECTORS**