

# VANAREAL GRACELAND ACADEMY

Abacha Road Mararaba



## School Fees Collection and management Policy

Policy Number	O3- Fees collection and management policy
Prepared By	Paul Ojobo
Acknowledgement(s)	All staff
Date Approved	
Effective Date	September 2024
Physical Location of Policy	Organisational file in office & on website
Date of Next Review	June 2026

## Document Information

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### Document history

Version no.	Date	Change
1.5	Jun 2019	Review – no changes made

### Approvals

Role	Name	Signature / Approval	Date
Head of School (Admin)			
Head of School (Admin)			
Director of Admin	Esther Ocheikwu		
Director of Acedemy	Jessy Ocheikwu		
School Board			

## **Rationale/Purpose**

Vanareal Graceland Academy strives to deliver the message of holistic education, coupled with universal human values, in order to create the best possible learning atmosphere for its students. As a private school, there is an obligation on the school to ensure that families who wish to have their children at our school can do so without fear of prejudice on the grounds of financial concerns.

Vanareal Graceland Academy operates as a business. It enters into contracts with parents to provide a service and parents agree to pay fees for that service. This contract is the fundamental source of the obligations that the school has to its parents and that they have to the school.

It is important to note that Vanareal Graceland Academy does not receive that the State and Federal Government funding to maintain the operation of the College.

The College is dependent on the financial contributions of the families within the College to assist us in providing the best possible education for the students. There is an obligation on the part of families with children at Vanareal Graceland Academy to contribute to the cost of running the school. This financial obligation is in the form of 'School Fees'.

In the interests of justice and equity for all members of the school community there is an expectation that all families will contribute to the collection of school fees.

The purpose of this document is to assist Vanareal Graceland Academy to:

- develop and implement a step-by-step application and enrolment process which provides a transparent and consistent reference point both to those seeking enrolment and those responsible for enrolment at the school.
- facilitate consistency of approach and process.

## **School Fees**

The term 'School Fees' refers to all tuition fees, levies and any other charges in relation to activities associated with the student attending the school.

The School acknowledges that it has a responsibility for collecting School fees owing by all families.

Parents/Caregivers

The person/persons enrolling the student in the School is responsible for the payment of the account in relation to fee payment.

### **Schedule of School Fees**

A Schedule of School Fees will be provided to every parent/caregiver when they enroll their child at the School and at the end of every term.

The School requires that all parent accounts should be in the name/s of the person(s) that signed the agreement for the enrolment, and or re-enrolment, of their child/ren at the School.

These fees will be reviewed annually. For planning purposes, parents will be advised annually of the due dates for payment of fees. Payments not received by the due date are considered to be in arrears.

- School fees are to be paid by the second week of each term.
- **Creach to Primary 5 School Fees package** below **includes** textbooks, workbooks, technology fee (one to one iPad hire and internet bandwidth), online learning programs, arts & crafts materials, class resources, stationary pack **excludes** excursions, incursions, special events, camps, swimming and sporting activities, unless approved by the Principal.
- **JSS1 – SS3 School Fees package** below **includes** textbook hire fee, workbooks, a student diary, technology fee (one to one iPad or laptop hire and internet bandwidth), science and technology resources, class resources and supplies for non-elective subjects and however, **excludes** elective subject fees, excursions, incursions, special events, camps, swimming or sporting activities, unless approved by the Principal.

## Late Payment and Non-Payment of College Fees

- The School's preferred payment method is Direct Deposit. The School's current bank details are:

**Bank:**

**XXXXXXXX**

**Name**

**:XXXXXXXX**

**BSB: XXXXXX**

**Account number: XXXXXXXXXXX**

**Reference: Please use - Child's full name and student number**

- The School Office or staff will **NOT** accept cash payments for school fees. Cash payments can be made at a Bank branch and deposited into the bank account listed above. The Child full name and number should be used as a reference so that the payment can be applied to the fee invoice correctly. **The receipt should be kept as evidence and emailed to accounts receivable.**
- The **School office will still accept POS/Credit Card payments between the hours of 8am-2pm.** However payments by phone via the fees.ng platform is acceptable
- School Fees must be paid in full by end of business on Friday of week 3, each Term.
- A 10% discount is applied per additional child in the family enrolled, provided that school fees are paid in full by Week 2 of each term. If fees and charges are not paid in full on or before end of business on Friday of Week 2 each term, the 10% discount will be forfeited and full fees will be charged per child, as stipulated in the Enrolment Policy terms and conditions.

## The Collection of Fees

### The administrative process for the collection of fees:

**POS** fees will be paid at the front office accounts Receivable (fees) desk to the Receptionist who will:

1. Place the **POS** receipt in an envelope with the name of the student clearly indicated on the envelope.
2. Enter the details of individual payments into school fees portal.
3. Print out and issue a receipt from the School of which a soft copy is emailed to the parent/caregiver.

Online payments that are paid into the above mentioned bank account are processed by the Receptionist who will:

1. Enter the details of individual payments into school fees portal.
2. Print out and issue a receipt from the College of which a soft copy is emailed to the parent/caregiver.

## Late Payment and Non-Payment of College Fees

- The School fees must be paid in full on or before business on Friday of Week 3 of each term. Extension of times can only be granted for the following reason
    - Death of either parent within 3 months of when fees is due
    - Accident resulting in a loss of limb and or continues stay in hospital if the primary care giver within 3 months of when fees is due
- Application should be in writing and written approval granted by the Principal before commencement of arrangement.
- Any payment plans agreed upon by the Principal must be finalised by the agreed due date. Failure to do so, may result in cancellation of the student's enrolment at the College. Any amounts outstanding after the agreed term, will be forwarded directly to a Debt Collector.
  - Where fees and charges for a student are not paid by Week 2 of the term to which they relate, a warning email will be sent to parents/caregivers and a phone call will be made on Monday of Week 3 informing them that their child's enrolment is in jeopardy if the school fees are not paid by end of Business Friday of Week 3.
  - If Fees and Charges have not been finalized by Friday of Week 3 students name will be submitted to the Security Guard who will be instructed to prevent student from Gaining access to the school ground from Monday of the Week 4

### None Payment Procedures:

**Fee Due – Fees and Charges are due on or before the close of Business of Friday of week 3 Each Term**

#### School Fee Drive commences week 4

**Notice 1- Monday week 4- None payment Notice 1 is sent to parents of all Public who have not paid Parents are advised that wards would not be admitted to school from week 6 and example of the notice is attached**

**Notice 2- Monday week 5- None payment Notice 2 is sent to parents of all Public who have not paid Parents are advised that wards would not be admitted to school from week 6 and example of the notice is attached**

**None Payment Enforcement- Last day of week 5 all students will be issued with a Coloured Pass which must be presented at the gate from week 6. Students not issued the colored Pass will be stopped at the gate on Monday of week 6.**