



Aga Khan Senior Academy, Nairobi

Aga Khan Education Service, Kenya

PAYMENT GUIDELINES FOR THE 2021-2022 ACADEMIC YEAR

FEE SCHEDULE

	MYP 1 (Grade 6)	MYP 2 (Grade 7)	MYP 3 (Grade 8)	MYP 4 (Grade 9)	MYP 5 (Grade 10)	IBDP 1	IBDP 2
TERM 1	AUGUST - DECEMBER 2021						
Tuition Fees	259,400	276,000	272,300	272,300	436,150	361,000	560,500
Development Levy	3,000	3,000	3,000	3,000	3,000	3,000	3,000
Diary & Folder Fee	2,000	2,000	2,000	2,000	2,000	2,000	2,000
Medical Fee	700	700	700	700	1,050	700	1,050
Litrature Set Books	1,300	3,400	1,300	300	1,800	4,950	-
Totals	266,400	285,100	279,300	278,300	444,000	371,650	566,550
TERM 2	JANUARY - APRIL 2022						
Tuition Fees	276,000	276,000	300,000	300,000	436,150	380,000	560,500
Medical Fee	700	700	700	700	1,050	700	1,050
Totals	276,700	276,700	300,700	300,700	437,200	380,700	561,550
TERM 3	MAY- JULY 2022						
Tuition Fees	276,000	276,000	300,000	300,000	-	380,000	-
Medical Fee	700	700	700	700	-	700	-
Totals	276,700	276,700	300,700	300,700	-	380,700	-
OTHER FEES							
Admission Fee - Non Refundable	15,000	15,000	15,000	15,000	15,000	15,000	15,000
Development Levy - Annual	3,000	3,000	3,000	3,000	3,000	3,000	3,000
Caution Deposit	15,000	15,000	15,000	15,000	15,000	15,000	15,000
Text Book Levy - Non-Refundable	15,000	15,000	15,000	15,000	15,000	15,000	15,000

PAYMENT METHODS

All fees should be deposited either directly into the school Bank Account or the MPESA Account

BANK DETAILS

DIAMOND TRUST BANK KENYA

A/C NAME: AGA KHAN ACADEMY, NAIROBI

A/C NO: 0500340002

In the **Purpose of Deposit / Payment** field on the banking slip / online payment platform Kindly insert: **NAME** of the Student **AND** the **CLASS**, to facilitate ease of tracking

For Cash & Cheque deposits into the account,

Submit the Original copy of the deposit slip to the school bursar

For Bank Transfers into the account,

Submit the Remittance Advice issued by the bank to the school bursar

The school bursar will issue an official receipt of payment.

Until the fee payment is receipted, the account will be seen as **“Outstanding”**

MPESA DETAILS

AGA KHAN ACADEMY, NAIROBI

PAYBILL NO **862094**

For payments via MPESA, in the **ACCOUNT NUMBER** Field

Kindly insert: **NAME** of the Student **AND** the **CLASS** to facilitate ease of tracking and receipting

FEE SETTLEMENT RESPONSIBILITY

Parents are required to settle each term's fees promptly before commencement of the school term. Penalties for late payments will apply as per the fee policy.

Students will not be allowed to attend school if the fees remain outstanding as per the fee payment timelines unless prior arrangements have been secured with the Head Teacher by the parent/guardian to pay in instalments.

At the start of each term, penalties will be computed on cumulative outstanding balance @ 5% per term. Additionally, the school reserves the right to ask a student to remain at home if his/her fees are outstanding. Although every effort will be made to engage the Parents/Guardians in finding payment solutions.

Any dishonored cheque will attract a penalty of KES 2,500 plus late payment penalty (where applicable)

INSTALLMENTS' OPTION

Where parents are unable to make a lump-sum payment of the term's fees, an application may be made to the Head Teacher before commencement of the school term to request for a payment plan of three (3) instalments.

The first instalment will be 50% of the term's fees payable before the commencement of the term and the balance will be paid in two (2) equal monthly instalments of 25% each by the 1st of the following two months.

Application for payment via the installments option must be accompanied by a duly signed commitment letter as a personal guarantee and post-dated cheques.

In the event that one of the instalments is defaulted upon, parents/guardians will be required to pay the entire remaining amount within 3 days to allow the child to remain in school and all future options for instalments will be withdrawn.

Parents/Guardians needing longer payment periods or instalments are advised to make their own arrangements through financial institutions.

DISCOUNTS

The school is authorized to give sibling and annual discounts as illustrated below:

Sibling Discount

5% Discount on Tuition fees for the 2nd and subsequent children - based on lowest tuition fee

Annual Payment Discount

5% Discount on Tuition fees for pre-payment of full year's fees in advance

NOTIFICATIONS & REFUNDS

Fees are non-refundable after the first day of the term once the student attends school.

In exceptional circumstances, for instance, medical circumstances affecting the student and verified by a credible Doctor's note, 50% of the term's fee may be refunded after consultation with the CEO.

If a new student does not report to school, the fee may be fully refunded (except admission fee) provided the parent/guardian gave one-month notice in writing before the commencement of the term.

Parents/Guardians who have pre-paid a whole year's fees are eligible for a refund of subsequent terms' fees provided a notice is given at least one term prior to the subsequent term. Any discounts redeemed on this payment option will be recovered in full.

If a student wishes to withdraw from the school for any reason, it is requirement to provide a full term's advance notice in writing to the Head Teacher. Failure to meet this requirement, one term's tuition fees will be charged in lieu of the notice period and the school clearance certificate will only be issued once the account including the notice pay is settled in full.

PAYMENT DEFAULT

In the event of default, the school reserves the right to:

- Send the student home
- Withhold Examination Registration
- Deny Transcripts/Exam Results, Report Cards and School Leaving/Clearance Certificate

Fee defaulters at one Aga Khan School will not be admitted into another Aga Khan School unless the outstanding fees at the previous school is paid in full which will be determined by a School Leaving/Clearance Certificate.

CAUTION DEPOSITS' REFUND

Caution Deposits are refundable upon exit of the student either from withdrawal or completion of academic tenure. All caution deposits must be claimed within three months of the student's exit from the school and upon obtaining a clearance letter signed by the head of school.

Please be advised that Caution Fees will not be refundable if a parent/guardian does not give a full term's notice well in advance.

As per policy the caution deposit is anticipated to be 10% of the term fee; charged only once during admission and is transferrable to another AKESK school (similar curriculum).

The above Fees, Terms and Conditions are subject to change



SALMAN RAJANI
CHIEF FINANCE OFFICER



CHRISTIAN SCHMELZ
HEAD OF SCHOOL