

## FINANCE POLICY

### 1. FEE STRUCTURE

- **INITIAL REGISTRATION FEE FOR NEW SCHOLARS: XAF 7,500**
- **ANNUAL REGISTRATION FEE FOR OLD SCHOLARS: XAF 5,000**

**NB: The initial and annual registrations are paid before Enrollment. Registration is not part of the fee.**

***30% DISCOUNT ON TUITION ONLY FOR THE 2020/2021 ACADEMIC YEAR***

SN	Fee Element	Nursery 1	Nursery 2	Class 1	Class 2	Class 3	Class 4	Class 5	Class 6
		XAF	XAF	XAF	XAF	XAF	XAF	XAF	XAF
1	<b>TUITION</b>	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000
	<b>OTHER FEE</b>								
2	<b>Feeding</b>	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000
3	<b>Books</b>	8,000	8,000	15,600	15,600	16,100	16,850	18,350	18,350
	<b>TOTAL Old Scholars</b>	133,000	133,000	140,600	140,600	140,100	140,850	143,350	143,350
	<b>TOTAL New Scholars</b>	135,500	135,500	142,500	143,100	143,600	144,350	145,850	145,850

**REGISTRATION FOR NEW SCHOLARS = XAF 10,000**

**REGISTRATION FOR OLD SCHOLARS = XAF 7,500**

**NB: The Initial and Annual Registrations are paid before Enrolment and are NOT part of fee.**

S/N	FEE ELEMENT	FORM ONE	FORM TWO	FORM THREE
1		XAF	XAF	XAF
	TUITION	130,000	130,000	130,000
2	OTHER FEES			
	IDENTITY CARD	2,000	2,000	2,000
	<b>TOTAL</b>	<b>132,000</b>	<b>132,000</b>	<b>132,000</b>



- a. **Payment Method:** All Payments (Tuition fee, Registration fee and Other fee, etc) are required to be paid through the School bank account, either over the counter or a bank transfer or Mobile banking. The School does not receive checks, but it could be deposited directly into our accounts. *The School is not liable for any erroneous fee payment into a different bank account.*
- b. **Payment Channel:**

MWNPHS BANK ACCOUNT	
BANK NAME	ACCOUNT NUMBER
BUEA POLICE COOPERATIVE CREDIT UNION LTD	SAV3730000000007239
ACCOUNT NAME: MICHAEL WENGEM (M.W) NURSERY AND PRIMARY SCHOOL	

**N.B.:** When paying your fees, please indicate clearly the following information at the Bank:

- Name of Pupil (Child) **as on the Birth Certificate**
- Pupil's Class

**(Please, respect the order of the Pupil's name and not the name of the parent/guardian/person doing the payment at the bank.)**

## 2. INSTALMENTS AND DEADLINES

### I. Payment Installments and Deadlines

PAYMENT INSTALMENTS AND DEADLINES		
Description	Percentage Applicable	Deadline
<b>First Installment</b>	60% of Tuition Fee ( <b>60,000 XAF</b> ) due for The Academic Year and 100% of other fees.	Upon Enrolment
<b>Second Installment</b>	40% of Tuition Fee ( <b>40,000 XAF</b> ) Due for The Academic Year	January 30 <sup>th</sup> of each academic year.

## 3. FINANCE FEE CLEARANCE PROCESS

Once payments have been made into the School's bank Accounts, parents are required to:

- Photocopy their receipts (2 copies) immediately.
- Submit the original and the photocopies at the Finance Office for stamping



## 4. FEE ENGAGEMENT

### I. Fee Engagement

For Parents/Sponsors who may not be able to comply with fee payments installments as stated above:

- a. Parents can take a Fee Engagement with the Finance Office for which they are allowed to pay 50% of Tuition fee upfront and the complete balance on or/before January 30 each Academic Year. In this case, Scholars will be allowed to enroll for the academic year. **No further engagement shall be allowed within the academic year.**

**N/B: \*\*It is Mandatory for All Scholars to pay at least 60% (50% for those on engagement) of tuition fees and 100% of other fees upon enrolment into the institution failure which they will not have access to the campus.**

### Fee Engagement Procedures

Parents applying for fee engagement are to follow the procedures below:

- Fill out the fee engagement form in two copies and sign as required.
- Submit the complete form to the Finance Office with a copy of the receipt for initial fee payment as indicated above.
- Collect an approved copy of the Fee Engagement Form from the Finance Office.

***N/B: Fee engagement forms shall be approved by the Principal and Finance Office ONLY when the above requirements have been met.***

## 5. OTHER FEES

Below are other additional Fee items applicable to Scholars in specifics:

- i. Returning Scholars will be required to pay an Annual registration fee of XAF 5000 to indicate they are interested in that year.
- ii. For new Scholars coming in for the first time, they will be required to pay an Initial registration of XAF 7,500
- iii. Please visit the fee structure above for other fees.

## 6. FEE REFUND

### I. Refund Policy

#### a. Refund of Fees Paid Upon Withdrawal from MWNPHS

- Refund of fees paid shall be done **ONLY within ONE month from the Official start of Classes** at . In this case MWNPHS, a Pupil who started attending classes shall **receive 60% of the Tuition fee ONLY** as refund for that year.
- Once official classes have gone for over a month, Scholars who have started attending



classes **will NOT be eligible for a fee refund.**

- After **a month of official classes**, there shall be an 80 % fee refund for a Pupil who did not attend classes in MWNPHS upon withdrawal.
- Scholars who are admitted after ONE and a HALF month from Official start of Classes **will NOT** be due refund of fees paid upon withdrawal and their fees **will NOT** be carried forward to the next academic year.
- Returning Scholars who begin classes after ONE month from Official start of classes **will NOT** be due refund of fees upon withdrawal and their fees **will NOT** be carried forward to the next academic year.
- Scholars will not be issued any official documents from the school if they have outstanding fee balances.

**b. Excess Fee Refund**

*Scholars are not allowed to pay in excess fee into the School's bank account.*

- Excess payment of fees will be **Carried Forward** to the next academic year as pre-paid fees **Except** in cases of withdrawal.

**c. Procedure for Refund of Fee**

Parents entitled to a Fee Refund of their child should submit an application to the Principal's office requesting for a refund together with the following documents:

- A copy of Parent/ Sponsors Identification document (ID card, Passport, etc.)
- A bank receipt as a proof that the money was paid into the School's bank account.
- All refunds will be processed within **Seven (07) business days**

**II. Fee for One Term**

Scholars admitted during the Second Term or Third Term or New students who just want to do a Term in MWNPHS will be charged **Half of Tuition Fee Plus All Other Fee Amount** depending on the class they were admitted. The Pupil must pay the fee irrespective of whether they will be taking the Exams.

**1. SCHOLARSHIP AND FINANCIAL AID**

This scholarship shall be awarded to internally displaced kids and kids from financially challenged homes. It is the vision of MWNPHS to ensure that kids reach their best personal potentials. In order to give equal opportunities to kids who cannot afford to pay for their fees. This scholarship therefore seeks to identify kids who fall under this category.

**a. Eligibility Criteria for the Scholarship**

- Kid must be and internally displaced who cannot afford to pay his or her tuition.
- Kid must come from a financially challenged background.
- Must be admitted into MWNPHS



b. **How to Apply**

- Visit our website at [www.mwnphs.org](http://www.mwnphs.org) to access our admission page for details.
- Application must be submitted by October 20, 2020.
- Applications shall be reviewed by a committee.
- Applicants shall be notified if they have been selected for the scholarship or not by phone call, email or text message.