



Tuition Payment Policy

Aims and objectives

- The aim of this policy is to ensure a fair and non discriminatory approach to the parents and school, with regards to the payment of tuition fees.
- The objective of this policy is to ensure a consistent approach towards tuition fee payment and a standard process that all involved are aware of.

The Learning Tree is a tuition-based institution and is dependent on the timely collection of all tuition.

Tuition Fees

| Tuition Fee | Yearly | Termly | Monthly | Multiple Siblings |
|--|----------------------------------|--|---------------------------------|------------------------------------|
| Nursery 2-3 year olds (full day) | \$1,920 (10% discount = \$1,728) | \$1,920 (5% discount = \$1,824) 3 Payments of \$608 | \$1,920 12 Payments of \$160 | 5% Discount for each extra sibling |
| Nursery (half day) | \$960 (10% discount = \$864) | \$960 (5% discount = \$912) 3 Payments of \$304 | \$960 12 Payments of \$80 | 5% Discount for each extra sibling |
| Preschool 4 to 5 year olds (full day) | \$2,040 (10% discount = \$1,836) | \$2,040 (5% discount = \$1,938) 3 Payments of \$646 | \$2,040 12 Payments of \$170 | 5% Discount for each extra sibling |
| Preschool (half day) | £1,020 (10% discount = \$918) | \$1,020 (5% discount = \$969) 3 Payments of \$323 | \$1,020 12 Payments of \$85 | 5% Discount for each extra sibling |
| Referral Discount | \$20 | \$20 | \$20 | |

Payment options

All payments made before the first day of school. If a student has an outstanding balance then the student will not be allowed to begin/return to school.

Yearly payment -

- Payments must be made before the school year/term begins to ensure that the student can begin school on time. (The school calendar will be provided for clarity)
- 10% discount is offered for a single yearly payment.

Termly payment -

- 3 payments made before the beginning of each term.
- 5% discount is offered for termly payments.

Monthly payment -

- Monthly payments must be made by the 1st day of each calendar month.

Multiple Sibling Discount -

- 5% discount for every child enrolled with or after the initial child.

Payment Methods

- All payments must be made in US dollars (\$).
- Payments can be made in cash or online transfer using the details provided below.

Guidelines for payments of all school tuition and fees

1. All tuition and fees are due on the indicated dates. Failure to make payments within three (3) weeks will result in exclusion of your child from The Learning Tree. In the case of there being a waiting list for your child's class, the place will be given to the first child on that list.

Notes: i) Transferring party is responsible to pay all bank transfer charges. ii) Any cash note determined to be fraudulent – whether by The Learning Tree or by our registered bank is the responsibility of and shall be replaced by the family who supplied the note for payment.

2. Full tuition payment will be required for the quarter in which enrolment occurs, regardless of the date of enrolment – i.e. no partial quarterly payments will be allowed.

3. Refunds on paid tuition will be granted at 90% value for learners leaving during the school year upon written requests only for full quarters not attended – i.e. no partial quarterly refunds will be given.

Notes: Refunds on tuition fees are applicable to learners being withdrawn from The Learning Tree permanently and DO NOT apply to learners who are absent for a period of time but remain on roll.

4. We do not discount our fees if you take extra holidays during school time or if your child is ill.

Fee Increases

Tuition fees are reviewed annually during the development of the budget and are subject to change. Parents will be notified at least two months before the start of the new school year if any changes have been implemented.