



26 October 2020

School Fees and payments 2021

Dear Parents

This letter is to notify you of the fee structure for 2021. Please note that all parents must complete the attached fee form indicating which method of payment you would prefer in 2021. Parents are either billed monthly over 12 months or can choose to pay annually in advance and take advantage of a 5% discount if the annual fees are paid by the 28th February 2021. **Monthly fees are payable in advance at the beginning of each month.**

Registration Fee:

There is a once off registration fee for new children of N\$4300. . . The payment of this fee secures a place for your child upon payment and is not refundable.

**Fees for all year groups will be N\$4000.00 per month or
N\$45600.00 per annum (N\$ 3800.00 per month) if paid before end of
February 2021**

Cooked Breakfast daily : N\$80.00 per month
Lunch Daily : N\$450.00 per month

Extra Items:

All items which are over and above school fees, such as meals will be billed to your account as they arise. You will be requested to complete a document acknowledging you have requested or agreed to the extra item. Payment for such extras is to be made within the following month.

Method of Payments:

All payments are to be made by EFT and proof of payment should be emailed to fowlerhousefinance@gmail.com, to enable speedy processing of your payment.

Cash Payments:

No cash payments will be accepted at the school. Should you wish to pay with cash, please deposit the money into our bank account and send the proof of payment via email to fowlerhousefinance@gmail.com.

Accounting System:

The school intends to update the accounting system hopefully before the end of 2020. When that happens, the reference for your account might change. We will keep you informed and updated on this change over.

Banking details:

Fowler House Private School
Bank Windhoek
Maerua Mall branch
Account number:8011410474
Branch number:483872

Non Payment of Fees:

Fees are payable in advance. Any fees which are not up to date at the end of each term will result in the progress report being withheld until such fees have been settled. Fees still not settled at the end of any school year will result in the defaults being handed to our attorneys for collection.

Withdrawal of Pupils.

Fowler House school requires a minimum of two months written notice of any withdrawal of a pupil. Failure to do so will entitle the school to claim the fees for that period.

Emailing of statements:

Please ensure that you have provided us with the correct email address.

Forms:

Parents are required to complete the attached form and return them to the Financial manager via email to fowlerhousefinance@gmail.com by the 2nd of November 2020. Parents who **do not return** these forms will automatically be charged on a monthly basis.

If you have any queries regarding the school fees and/or payments, please do not hesitate to contact us.

Yours faithfully

Linnea Quinn
Financial Manager