

HARARE INTERNATIONAL SCHOOL

2019 - 2020 Tuition & Levies Fee Schedule

NEW APPLICANTS

Note 1. Students who progress from EC2 to Kindergarten will be required to pay the Application & Registration Fees upon admission to Kindergarten. For students accepted to HIS, the application fee will be deducted from the registration fee.

Application Fee (one time)	Kindergarten – Grade 12	US\$ 250	Payable on application
Registration Fee (one time)	Kindergarten – Grade 12	US\$ 8,500	Payable on acceptance to HIS
Capital Levy (annual)	EC1 – Grade 12	US\$ 1,000	Payable in advance by 7 August 2019
Tech Levy (annual)	EC1 - Kindergarten	US\$ 100	Payable in advance by 7 August 2019
Tech Levy (annual)	Grade 1 - Grade 12	US\$ 200	Payable in advance by 7 August 2019

Application, Registration, Capital Levy & Tech Levy are non-refundable and must be paid with the first fee invoice.

TUITION FEES (all students)

All families are **required to complete and sign a Financial Undertaking Form including a Tuition Fee Payment Commitment indicating how they wish to pay tuition fees.** Students will only be enrolled once a completed Financial Undertaking Form is submitted and the school has received payment. There are two options as set out below. Please read the Terms and Conditions set out overleaf before making the payment commitment.

All payments for tuition and fees are payable in United States Dollars unless agreed in writing by the School Director.

US\$ per annum	Annual One Payment	Annual paid Quarterly Four Payments totaling
Early Childhood 1	6,500	6,695
Early Childhood 2	9,000	9,270
Elementary School – Kindergarten to Grade 5	19,800	20,394
Middle School - Grades 6 to 8	21,800	22,454
High School - Grades 9 to 11	26,800	27,604
High School – Grade 12	27,400	28,222
	Fees for the full school year will be invoiced on 30 June, or earlier, and will be 100% payable before 7 August '19 or within 30 days of invoice date or prior to commencements of classes	Students commencing August '19 35 % payable by 7 August '19 incl Capital Levy + Tech Levy 30 % by 23 October '19 20 % by 13 January '20 15 % by 23 April '20
Terms		
For students enrolling after 11th October 2019	Single payment of 75% of annual fee only applicable if paid in full upfront	75% of annual bill above in three equal quarterly payments.
For students enrolling after 1st semester (January 20)	Single payment of 50% of annual fee only applicable if paid in full upfront	50% of annual bill above in two equal quarterly payments
For students enrolling after 1st April 2020	Single payment of 25% of annual fee only applicable if paid in full upfront	

Students starting after the start of a semester will be invoiced for tuition, levies and fees on the date of admission and payment will be due prior to the day the student(s) commence classes. The registration fee is applicable to students enrolled in the HIS Early Childhood program that move to KG.

Early Payment Discount: Students **returning** on an **Annual payment schedule** whose fees are received by the school or FIESA in full prior to **30 June 2019** may deduct an early payment discount of **US\$500** (Kindergarten to Grade 12) **US\$200** (Early Childhood 1 and 2) from the invoiced fee, **provided the payment is receipted by HIS** on or before 30 June 2019.

7004.5.07. Change of Tuition Policy. Tuition and fee policies are generally in effect for an entire fiscal year. However, the Board reserves the right to modify tuition policies at any time should a change in the School's operating environment warrant such action. This includes charging an additional levy in the event that student enrolment is significantly lower than anticipated.

TERMS OF BUSINESS

Refunds:

A fee of \$50 will be charged to cover administration costs on refunds accordingly.

ANNUAL PAYMENT PLAN:

If a student is subsequently withdrawn before the start of the second semester (Jan to June), the prepaid fees for the second semester will be refunded less the early payment discount allowed together with an administration fee of \$50. Once a student starts a semester, even if only for one day, then the full fees for that semester are payable in full.

QUARTERLY PAYMENT PLAN:

Students on quarterly payment schedules will be liable for a full semester fees even if withdrawn early. As soon as notification is given of intended departure, the balance of any fees due for the remainder of that semester will be invoiced and must be paid before any transcripts are released.

A full semester's tuition and fees (August to December and January to June) are due and payable if a child attends school for one school day in a semester, regardless of whether or not they are subsequently withdrawn early for any reason and regardless of the payment plan selected.

If you withdraw your child(ren) from HIS at any point before the start of the second semester you are responsible to pay 60% of the annual tuition and fees. You will be refunded the difference between what you have paid and this amount or you will pay the balance up to this amount. If you withdraw your child(ren) from HIS anytime after the second semester begins you are responsible to pay 100% of the annual tuition and fees.

Force Majeure:

In the event that the school has to close for reasons of force majeure, the Director will withhold all tuition refunds until the settlement of outstanding liabilities has been completed. Money remaining after these settlements may be divided proportionally among parents, companies and organizations to be credited to their account(s). No cash refund should be expected. Account credits would be maintained for two (2) years after the School closure at which time they will revert to the School's general fund.

Payment Methods:

Fees being paid from international bank accounts must be made by telegraphic transfer direct to **FIESA inclusive of all bank charges**. The school cannot accept any loss due to deductions by remitting or intermediary banks or exchange differences that may arise when payments are made through telegraphic or point of sale swipe machine (POS) and credit cards. Parents shall pay deductions accordingly.

Fees being paid from local FCA accounts in Zimbabwe may be paid in cash to the cashier or via transfer to the school's local FCA accounts. Please note that there will be no discount for payment in cash.

Late Payment:

Invoices will be sent by e-mail or collected from the Business Office. It is the parent's responsibility to ensure they have received a copy of the invoice and to notify the Business Office immediately if there appears to have been a delay. The school cannot be held responsible for non-receipt of invoices in a timely fashion.

"Payable By" means that HIS must have receipted the payment on or prior to the date specified – payments processed by the parent/payer but not received by the school by the above due dates will be deemed to be late. Invoices may be sent out earlier than the date specified depending on school / public holidays etc. and parents will need to ensure that they take holidays / school closure into account when making payments.

Tuition fee payments must be receipted by the school prior to the due date for payment, clearly specified on the invoice. If the payment has been delayed for any reason, then interest will be charged for each day that the payment is delayed at the rate of 15% per annum. The interest will be calculated and invoiced at the end of the following month i.e. 30 days after the due date. If the interest levied is not paid within the month in which it was invoiced, this will also be subject to further interest in the subsequent month.

Penalties for Late Payment:

All fees are payable in advance. Any student whose fees have not been paid for the next quarter may be sent home. The process is as follows:

1. Penalties: Statements will be sent out at the beginning each month. If the fees due in the previous month have not been paid, parents will be advised that interest at the rate of 15% per annum has started to accrue and will be levied at the end of that month.
2. Student Suspensions: If any outstanding payments have not been settled by the start of the quarter or the relevant payment due date.
3. Report Cards and Transcripts: quarterly report cards and year-end transcripts will not be issued and access to the IT portals will be withheld until the Business Office has signed off that all fees due at that time have been paid.

Legal Process: Appoint a debt collection agency or take whatever legal action is required to recover any outstanding debt in the event the school determines the outstanding debt is excessive in terms of the days overdue or the amount, or there is no response to the HIS notices. All legal costs involved will be your responsibility.