



PRE-SCHOOL FEES POLICY GUIDELINES

TERMS AND CONDITIONS

1. Payment of Fees

(a) Admission and continuing enrolment is conditional to payment of all fees. In accordance with the current rates and financial conditions.

2. Due Dates

- At a minimum, 80% of total fees must be paid before the start of each term.
- The remaining balance must be cleared within the first month of the term.
- Children will only be allowed to attend classes once at least 80% of fees have been paid.

3. Payment Plans

Parents who require a payment plan outside the above arrangement must submit a written request to the Management Office. All requests will be reviewed and approved at management's discretion.

4. Late Payment

- Late payments are subject to a surcharge of 5% per week.
- The child being asked to remain at home until payment is made.

5. Mode of Payment

Fees may be paid through:

- **Cash Payments** (paid only to the official school accountant)
- **Bank transfers** should be RTGS or EFT only and should be made within the specified period above.
- **Cheque Payments** are payable to Tonzza Space Ltd. Bounced cheques will incur a bank fine of 7%.

Bank Details:

- **Stanbic Bank**

Account Name: Tonza Space Ltd

Account Number: 9030024762016

Official receipts will be issued. Parents are advised to **request and keep receipts as proof of payment.**

6 . OTHER FEES AND DISCOUNTS

(a) Refer a friend: 10% discount on term's tuition fees following the introduction and admission of new students.

(b) Tonza Play offers 7% discount on yearly fees if paid **before** or on the **first day** of the academic year.

(c) In case of extended absence, either the term's fees should be paid in advance to retain enrolment at Tonza or you will need to re-register your child upon return. In addition to the above, a prior leave application notice is mandatory to guarantee a place for your child.

6. Non-Refundable Fees

All fees paid are **non-refundable**, even in cases of absence or withdrawal.

7. Withdrawal Notice

Parents must give **at least one (1) full term's written notice** before withdrawing a child. Failure to give notice will require payment of **one full term's tuition fees.**

8. Fee Changes

The school reserves the right to review and adjust preschool fees when necessary. Parents will be informed in advance of any changes.

9. Agreement

By enrolling a child in Tonza Play, parents/guardians agree to comply with this fees policy.

NOTE:

- **Students whose fees remain unpaid after 30 days of due date will be excluded from the school, unless otherwise agreed in writing by the Management.**

Parent Name: _____

Signature: _____

Date: _____

