

FEES POLICY

1. POLICY STATEMENT

1.1 It is the policy of Hibiscus Schools (“the School”) to charge fees for the provision of education and other services to learners enrolled at Hibiscus Schools.

1.2 This policy must be communicated to all stakeholders, including parents, guardians and account holders, and be made available by the School to parents and guardians.

2. FEE DETERMINATION

2.1 Fees at Hibiscus Schools are determined annually for a period of twelve (12) months.

2.2 Stakeholders must be informed of changes in fees, in writing, at least one month prior to the changes becoming effective.

3. FEE TYPES

Hibiscus Schools reserves the right to charge, where applicable:

- Enrolment or registration fees
- Admission fee
- School fees
- Aftercare fees
- Late pick-up fees
- Educational resource fees (workbooks, etc.)
- Practical experiments or project material fee
- Excursion fees
- Breakfast/Lunch fees

4. APPLICATION AND ADMISSION FEES

- 4.1 Application and Admission fees are payable for every new learner where applicable.
- 4.2 A learner's place is confirmed only once the application and admission fee has been paid in full.
- 4.3 Application and Admission fees are non-refundable.

5. SCHOOL FEES

- 5.1 School fees are payable annually, termly, or monthly by EFT unless otherwise approved.
- 5.2 Fees are payable in advance and are not dependent on receipt of a statement.

6. BORROWED BOOKS

Any loss, damage, or failure to return borrowed books belonging to Hibiscus Schools (including textbooks and library books) will result in the full replacement cost being invoiced to the parent/guardian or account holder. Such amounts are payable immediately and are not subject to dispute.

7. PAYMENT METHODS

- 7.1 Fees are payable via direct bank transfer.
- 7.2 No cash payments are accepted on school premises.

8. OUTSTANDING SCHOOL FEES

- 8.1 Hibiscus Schools reserve the right to allow access to the school, report cards and transfer certificates for a student if school fees are in arrears.



9. NOTICE OF WITHDRAWAL

9.1 One (1) full school term's written notice of withdrawal must be submitted via email to the Head of School or the Finance Department.

9.2 School fees for the full notice period are payable in full, irrespective of whether the learner attends school, attends partially, or does not attend school at all during the notice period.

9.3 Where the required notice is given, the learner may attend school during the notice period, subject to compliance with all school rules and policies.

10. AMENDMENTS

10.1 This policy may be amended by the authorised governance of Hibiscus Schools.
