



HARARE INTERNATIONAL SCHOOL

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2009-2010 Tuition Fee Schedule

New Applicants

Including students moving up from EC2 to Kindergarten

Application Fee	Kindergarten – Grade 12	US\$500.00
ES Registration Fee	Kindergarten – Grade 5	US\$4,000.00
MS Registration Fee	Grade 6 – Grade 8	US\$4,000.00
HS Registration Fee	Grade 9 – Grade 12	US\$5,000.00

The Application and Registration Fees are non-refundable and must be paid with the first fee invoice.

Tuition Fees (all students)

All families are required to complete a Financial Undertaking Form including a Tuition Fee Payment Commitment indicating how they wish to pay tuition fees. There are four options as set out below. Parents must read the Terms and Conditions set out overleaf before making the payment commitment.

US\$ per annum	Annual One payment	Semester Two payments	Quarterly Four payments	Monthly Ten Payments
Early Childhood 1 and 2	7,000	7,140	7,210	7,250
Elementary School – Kindergarten to Grade 5	14,100	14,390	14,520	14,600
Middle School - Grades 6 to 8	15,800	16,120	16,280	16,380
High School - Grades 9 to 11	19,400	19,800	19,880	20,100
High School – Grade 12	20,000	20,400	20,610	20,740
Terms	100% payable before 1 st August or within 30 days of invoice date	50% payable before 1 st August and 1 st January	25% payable before 1 st August, October, January and March	10% before 1 st of each month from August to May
For students enrolling after 10th October 2009	75% of annual fee	50% reduction in first semester fee	Three quarterly payments only	Full fees are payable from the start of the month of admission
For students enrolling after 1st January 2010	Single payment of 50% of annual fee		Two quarterly payments only	
For students enrolling after 20th March 2010	Single payment of 25% of annual fee			

Early Payment Discount: Those students on an Annual payment schedule whose fees are received by the school or FIESA in full prior to 30 June 2009 may deduct an early payment discount of US\$500 (Kindergarten to Grade 12) or US\$250 (Early Childhood 1 and 2) from the invoiced fee (or if payment is received in full may claim the discount back at the end of the school year once check out formalities have been completed).

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

The only refund given will be in respect of a student on an Annual payment schedule who is withdrawn before the start of the next semester. Once a student starts a semester, even if only for one day, then the full fees for that semester are payable in full. Refunds will be given net of any early payment discount given.

Students on a semester payment schedule leaving in December will not be liable for any further fees but if they return in January, then the fees for the full second semester are payable.

Students on quarterly or monthly payment schedules will be liable for a full semester's fees even if withdrawn early. As soon as notification is given of intending 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.

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 left after these settlements could be divided proportionally among parents, companies and organizations to be credited to their school account(s). No cash refund should be expected. Accounts credits would be maintained for two (2) years after the School closure at which time they will be reverted to the School's general fund.

Payment Methods

Fees being paid from international bank accounts must be made by telegraphic transfer direct to FIESA with all bank charges being paid by the remitter. The school cannot accept any loss due to deductions by remitting or intermediary banks or for exchange differences if payment is being made in a currency other than US Dollars. It is essential that all payments made give the student(s) name as the reference for the payment to assist with proper allocation against invoices.

Fees being paid from local FCA accounts in Zimbabwe may be paid by cash to the cashier or RTGS transfer to the school's local FCA account (or cheque if FCA cheque books are introduced). It is essential that proof of RTGS transfers are given to the school to assist with proper allocation of funds as local banks are notoriously bad at providing the necessary information. Please note that there will be no discount for payment in cash.

Late Payment

Invoices will be sent by e-mail and by hard-copy via the youngest child in the family. It is the parent's responsibility to ensure that 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.

Tuition fee payments must be receipted by the school prior to the due date for payment – which will be clearly specified on the invoice. If the payment has been delayed for any reason, then penalty interest will be charged for each day that the payment was delayed at the rate of 10% 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 penalty interest in the subsequent month.

If cheques are "Referred to Drawer" for any reason, penalty interest will be calculated from the due date for payment together with any bank charges incurred by the school.

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 penalty interest has started to accrue and will be levied at the end of that month.
2. **Student Suspensions:** If payment of the overdue fees and penalty interest has not been received by the end of September, November, February or April (as applicable) the student will be sent home from school until such time as payment has been received.
3. **Report Cards and Transcripts:** quarterly report cards and year-end transcripts will not be issued until the Finance Department have signed off that all fees due at that time have been paid.
4. **Abuse of Payment Plans:** In the event that a payment plan has been abused in the previous year, approval for a new payment plan will be withheld and fees will be payable in full at the start of the new year.
5. **Legal Process:** In the event that students leave without full settlement of their obligations, the School will pursue collection of outstanding debts through appropriate legal channels which may affect future credit worthiness ratings.