



# SHREWSBURY INTERNATIONAL SCHOOL

BANGKOK

Policy Title: Tuition Fees

Policy Section: Section B – Governance, Leadership and Ownership

Policy Number: B3

Approval: SMT 0372

Review: NBP

Review Body: SMT

Next Review: September 2020

Publish to:

Policy Compendium

Parent Portal

## **Introduction**

The Executive Board of Shrewsbury International School acknowledges the direct link between compliance with the Guiding Statements of the School and the operation of well-balanced and managed School finances. It is understood that Tuition Fees provide the major revenue stream of the School and the Executive Board acknowledges its dual obligation to support the School through its Development Plans and to provide excellent value for money for families.

The Executive Board is committed to maintaining and improving the quality of education provided by the School and it is recognised that a Tuition Fees policy which is fair, known to all parents, and efficiently and even-handedly administered will significantly contribute to this commitment.

Tuition fees will be determined with reference to:

1. The priorities and limitations of the whole School budget (including operational and capital development budgets);
2. Forecast and current School enrollment;
3. Staff pay settlements;

4. The economic climate.

## **Procedures**

A subgroup of the Executive Board comprising:

1. The School Proprietor;
2. The School Manager;
3. A governor;
4. One or more governors representing Shrewsbury School UK

with advice from:

1. The Principal;
2. The Director of Business Services

deals with all tuition fee matters and prepares a proposal for discussion at the Term 2 Board of Governors' Meeting with a final proposal presented to the Term 3 Board of Governors' Meeting. The role of the Board of Governors in respect of tuition fees is advisory.

## **Terms of Reference**

The subgroup will have fully delegated powers to make proposals within the Tuition Fees Policy and its terms of reference as determined by the Executive Board.

Current terms of reference are as follows:

1. to achieve the aims of the Tuition Fees Policy in a fair and reasonable manner;
2. to apply the criteria set by the Tuition Fees policy in determining Tuition Fees for the year ahead;
3. to observe all statutory and contractual obligations;
4. to state clearly the reasons for all proposals to the Executive Board ;
5. to recommend to the Executive Board the annual budget tuition fee proposal;
6. to keep abreast of relevant developments and to advise the Executive Board when the School's Tuition Fees Policy needs to be revised.

The Executive Board will receive the report of the subgroup and will either endorse or refer back without debate in order not to prejudice any appeal.

Endorsed decisions will be communicated to all School families in writing by the School Manager . In accordance with the published Tuition Fees, invoices for each academic term will be sent to the parents in advance. The Tuition Fee also covers the use of library and most books, daily lunches, morning and afternoon snack.

Payment of fees outside the invoice credit period shall attract a Late Payment Interest Fee.

### **Timing of the Tuition Fees Review**

All Tuition Fees for the year ahead will be reviewed by 1st July each year. Each School family will normally receive a tuition fee letter for the academic year ahead by 1st July each year. This schedule assumes no delay in the factors beyond the control of the subgroup and the Executive Board.

### **Other Procedures**

The following list of procedures / policies accord with the tuition fee policy:

1. Staff pay;
2. Staff recruitment.