

# HARARE INTERNATIONAL SCHOOL

## 2023 - 2024 Tuition & Levies Fee Schedule

### NEW APPLICANTS

**Note:** Students who progress from EC2 to Kindergarten will be required to pay the Application & Registration Fees upon admission to Kindergarten.

Application Fee (one time)	Kindergarten – Grade 12	<b>US\$250</b>	Payable <b>prior</b> to attending classes. Registration Fee, Capital Levy and Tech Levy are non-refundable and must be paid with the first fee invoice.
Registration Fee (one time)	Kindergarten – Grade 12	<b>US\$8,250</b>	
*Capital Levy (annual)	EC1 – EC2	<b>US\$1,100</b>	
*Capital Levy (annual)	KG – Grade 12	<b>US\$1,300</b>	
Tech Levy (annual)	EC1 - Kindergarten	<b>US\$100</b>	
Tech Levy (annual)	Grade 1 - Grade 8	<b>US\$250</b>	
Tech Levy (annual)	Grade 9 - Grade 12	<b>US\$500</b>	
Tech Levy (annual)	Optional BYOD (Grades 9-12 only)	<b>US\$200</b>	

\*Families with three or more children enrolled in the school will have a Capital Levy discount of 10% on the third child and 15% from the fourth child.

### 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 will 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 completing the payment commitment.

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

<b>US\$ per annum</b>	<b>Annual One Payment</b>	<b>Annual paid Quarterly Four Payments totaling</b>
Early Childhood 1 (normal hours) Early Childhood 1 (extended hours)	<b>US\$7,100</b> <b>US\$9,800</b>	<b>US\$7,597</b> <b>US\$10,486</b>
Early Childhood 2	<b>US\$9,800</b>	<b>US\$10,486</b>
Kindergarten	<b>US\$21,500</b>	<b>US\$23,005</b>
Elementary School: Grades 1 to 2	<b>US\$21,500</b>	<b>US\$23,005</b>
Elementary School: Grades 3 to 5	<b>US\$21,500</b>	<b>US\$23,005</b>
Middle School: Grades 6 to 8	<b>US\$23,500</b>	<b>US\$25,145</b>
High School: Grades 9 to 10	<b>US\$28,900</b>	<b>US\$30,923</b>
High School: Grade 11	<b>US\$29,400</b>	<b>US\$31,458</b>
High School: Grade 12	<b>US\$29,400</b> <b>additional USD\$620 IBDP Exam Fees for 6 subjects (refundable for students not on full IB Diploma)</b>	<b>US\$31,458</b> <b>additional USD\$620 IBDP Exam Fees for 6 subjects (refundable for students not on full IB Diploma)</b>
	Fees for the full school year will be invoiced by 15 June, or earlier, and will be 100% payable before 4 August 2023 or prior to commencement of classes when joining later in the school year.	Students commencing August 2023 35% payable by 4 August 2023 incl. Capital Levy + Tech Levy + IB DP Exam Fees 30% by 20 October 2023 20% by 19 January 2024 15% by 28 March 2024
<b>Late enrollment</b>		
<b>For students enrolling after 20<sup>th</sup> October 2023</b>	Single payment of 85% of annual tuition only applicable if paid in full upfront	85% of the annual tuition above in three quarterly payments (35%, 30%, and 20%).
<b>For students enrolling for Semester 2 (22 January 2024)</b>	Single payment of 65% of annual tuition only applicable if paid in full upfront	65% of the annual tuition above in two quarterly payments (35% and 30%)
<b>For students enrolling after 28<sup>th</sup> March 2024</b>	Single payment of 35% of annual tuition applicable	

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(s) classes. The registration fee is also 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 2023** may be eligible for 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 received by HIS** on or before 30 June 2023.

**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**

**ALL PAYMENT PLANS:** If you withdraw your child(ren) from HIS at any point before the start of the second semester you are responsible to pay 65% 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.

### **ANNUAL PAYMENT PLAN - EARLY WITHDRAWALS:**

If a student is subsequently withdrawn before the start of the second semester, the prepaid fees for the second semester will be refunded less the early payment discount allowed. Once a student starts a semester, even if only for one day, then the full fees for that semester are payable in full, regardless of payment plan.

### **QUARTERLY PAYMENT PLAN:**

Students on quarterly payment schedules will be liable for 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.

### **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 for exchange differences if a payment is made in a currency other than US Dollars. This includes bank charges deducted on transfers, point of sale swipe machines (POS) and credit cards which will be passed onto the parent accordingly.

Fees being paid from local FCA accounts in Zimbabwe may be paid in cash to the cashier or via bank 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 may be 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 received 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 has started to accrue and will be levied at the end of that month.
2. Student Suspensions: The school will require payment of any outstanding tuition that has not been settled by the start of the subsequent quarter, including any other outstanding payments.
3. Report Cards and Transcripts: 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.
4. 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.

### **Refunds:**

A fee of \$50 plus a bank charge fee of \$25 will be charged to cover administration costs on refunds accordingly.

**Force Majeure:**

In the event of full school closure (suspension of all learning activities) for reasons of force majeure, the School will act in accordance with the HIS Articles of Association.