

FEE PAYMENT POLICY

GEMS WSF (the school) offers the following payment options for parents:

1. Annually in advance
2. Termly in advance
3. Monthly in advance

Parents must select one of the above options for their children to be eligible for enrolment to the school. Fee payments are due on the first day of the year/ term/ month. As an example, please see the following:

| | |
|------------------------|---------------------------|
| Payment plan selected: | Monthly in advance |
| Fee period: | September |
| Payment due: | 1 September |

Regular reminders are sent via email and text message (SMS). In addition, school administrative staff will call parents as a further reminder when fees are more than two weeks overdue. You may expect to receive a telephone call from accounts staff, administrative staff, senior leaders or the Principal, to discuss any issues you may be having with payment.

Report cards / Parent-Teacher meetings / Transfer Certificates

- The school will not provide Parent-Teacher meetings for parents where fees are outstanding for more than 2 months
- The school will not provide any report cards or transfer certificates to any parent with an outstanding fee balance

Suspension of Students: Temporary suspension for a period of three days

In rare cases, and with great reluctance, the school will suspend students from school (in school and distance learning, whichever is applicable), where fees are more than two months overdue. In these cases, parents will have received at least two written reminders, at least two text messages (SMS), and at least one phone call. We will always seek to work closely with parents to avoid any interruption to education.

To extend the example above, if September fees are not paid before 31 October, they become two months overdue. Student suspension for non-payment of these fees would therefore take place in November.

Timely payment of school fees is important

The school is grateful to all parents that pay promptly, on or before the due date. This supports the school with effective financial planning and allows us to continue to recruit and retain experienced and expert teachers, and to provide the very best resources for our students.

Notes

- If you have any questions, please email finance_wsf@gemsedu.com, or telephone 09 201 4000
- Parents should always ensure that their contact details (phone and email) are up-to-date

Policy effective date: October 2020
Policy review date: October 2021