



# Payment Terms

Last updated: 22.05.2025

## 1. General Information

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The school year officially starts on 01.08. and ends on 31.07., regardless of the school holidays. The second semester starts on 01.02.

Invoices and other correspondence are sent by e-mail. Parents are required to keep the administration informed of any changes to email addresses. Parents/guardians accept these terms with payment of school fees for the 2025/2026 school year.

## 2. Registration Fee

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When enrolling a child, a one-time registration fee will be charged and must be paid with a payment term of two weeks. If you withdraw your registration, the amount will not be refunded. With the receipt of the registration fee, your child is guaranteed a place in the Kindergarten or in the school. For short-term enrollment (<=6 months), half of the registration fee must be paid.

## 3. School Fees

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The school fee is invoiced for the entire school year. Half of the invoice amount is due on 01.08. and half on 30.11. If you join GISA or switch to all-day care during the year, the school fee is calculated on a monthly basis and is due within two weeks of invoicing. Please inform us immediately if there is a change in the employer's share of the school fees which would impact a change in the rate. An automatic increase of 3% is applied at the beginning of each new school year, as per approval by the school membership in October 2022.

## 4. Deregistration

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The deregistration of a child must be made in writing, by means of the deregistration form available from the school administration. The deregistration and notice period is three months to the end of the respective semester (31.01. or 31.07.) Deregistration for the second semester is to be submitted by 31.10 and deregistration for the next school year is to be submitted by 30.04. It is not possible to cancel your registration beyond these dates.

## 5. Scholarship

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Our school offers a limited number of scholarships from kindergarten onwards. The school fee can be reduced by 40% of the "self-payer rate". The latest scholarship criteria is available on request. There is no entitlement to a scholarship. A combination of the scholarship with the sibling discount from the 3rd child in the self-payer rate is not possible.





## 6. Payment Methods and Foreign Exchange Policy

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School fees are structured in Euro, but can be paid in EUR, GHS, or USD. The school's banking details are shared on the invoices.

For the 2025/2026 school year, the school will require that invoices are paid at a monthly exchange rate set on the 1st day of each month, based on the Bank of Ghana (BOG) monthly average exchange rate, which reflects the mean of daily interbank rates from the previous month.

<https://www.bog.gov.gh/economic-data/exchange-rate/>

For invoices issued in GHS or USD, the applied exchange rate will remain valid for the month in which the invoice is issued. If an invoice is not paid in full within that month, the outstanding GHS amount will be revalued according to the updated BOG monthly average exchange rate for the following month.

## 7. Debt collection, suspension of benefits, and disenrollment procedures

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The issued invoices must be paid according to the due dates. Delays in payment beyond the established due dates will be subject to reminders. According to the procedure approved by the school membership in October 2024, the first payment reminder is issued one day after 7 days of delayed payment. If the payment remains outstanding, a second reminder will follow after 14 days of the set payment due date.

A late payment fee of 200.00 € will be charged if the arrears are not paid after the second reminder. Additionally, if full payment is not received after the final reminder, the Administration will contact parents to initiate suspension of benefits, including keeping a child home until arrears are paid and withholding of report cards. At this point, the headmaster, class teachers, and Board will be informed about the implementation of the measures. Suspension of benefits does not result in a reduction of the fee debt.

Suspension of benefits can be immediately withdrawn on payment of arrears. If arrears remain outstanding at the conclusion of a school year, children will be considered disenrolled and will not be allowed to attend classes in the new school year.

The school further reserves the right to hold payers legally responsible after the second reminder. The family can be billed for court and attorney fees incurred.

## 8. Special Arrangements

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In justified hardship cases, an installment payment plan can be arranged upon written request. Any special arrangements must be agreed with the administration before the invoice due date.

