

CHRIST CHURCH INTERNATIONAL SCHOOL



SCHOOL FEES POLICY

This policy applies to all CCIS staff and Customers with students at CCIS. It is the responsibility of all CCIS staff and stakeholders to follow the policy and procedures herein.

1.0 INTRODUCTION:

Christ Church International School (CCIS) is a Pre- Primary and Primary school in Arusha Region with the mission of providing high-quality, affordable Christian education to missionary, international and Tanzanian families.

The school runs classes for children aged 3 to 13 years, focusing on teaching the whole student through supporting their academic, social, emotional, and spiritual growth and well-being.

The school is owned by the Anglican Church - Diocese of Mount Kilimanjaro. The school depends mainly on its own internal sources of revenue to run its operations.

The school is registered with the Ministry of Education and with an International Organisation. The registration with the Ministry of Education, Science and Technology was finalised in 2017, while its registration with as an international organisation (Association of Christian Schools International (ACSI) was done in 2021. CCIS is, therefore, operating legally as per the National and International guidelines.

The school makes efforts in ensuring compliance to the National and International policies and guidelines in all respects.

1.1 CCIS Vision

To see God worshiped, honoured, and glorified as each child pursues knowledge understanding, truth, beauty, faith, love, holiness, and reverence for God, one another, our community, and our world.

1.2 CCIS Mission

Serve the church and community in Arusha by endeavoring to provide affordable Christian education in a caring, secure, happy, fun, and harmonious environment where each child can learn and develop to his/her full and unique potential to the glory of God, to be the unique person God gifted him to be and to provide him with a foundation in Christ for life.

1.3 Purpose of the policy:

This School Fees Policy has been developed to ensure proper school fee management for an enhanced quality and sustainable education services across the entire school without adversely affecting school's sustainability.

The policy seeks to entrench a culture of compliance, fair, and rational consideration in school fees and other school payments. To achieve this, all school stakeholders are expected to collaborate.

1.4 School Fees Rates

CCIS - school fees rates are based on the projected operating costs as the school depends mainly on school fees income. The school fees cover tuition and nourishment costs only.

1.5 Policy Details

This document defines the specific procedures that should be followed in the process of managing school fees and other associated payments.

1.5.1 The Guiding Principles are:

- a) The management shall ensure that all students are registered in the school registration book on having met all registration criteria.
- b) All registered students shall be required to pay the school fee amount indicated in the school joining instructions.
- c) Management shall undertake routine monitoring of school fee payment through reconciling the financial and the registration book data/reports.
- d) Any student that attends the school for fifty percent (50%) of the respective term period will be required to pay the whole term school Fees.

1.5.2 Discounts:

The school shall consider provision of a discount of 5% for the 2nd child enrolled and 10% discount for the 3rd child and beyond so as to encourage the customers to enroll their children with CCIS.

Table on Discount and other offers

1. 1st Child	No discount
2. 2nd Child (Birth Certificate required)	5% off school fee
3. All Additional Children (Birth Certificate required)	10% off school fee
4. No discount for additional child of the staff as a discount of 80% will be granted to one child (Or the staff will be required to pay only 6% of his/her annual gross salary as school fee)	0%
5. The family that sensitises another family to enroll child/children at CCIS.	It will get a reduction of USD 50 from its school fee invoice.

1.5.3 Registration Fee/ Capital Development Fee:

One time capital development fee: \$250 per student, payable at the time of joining the school.

1.5.4 Payment Arrangements.

School fee payment may be paid in Tanzanian Shillings (**at the current daily exchange rate of USD to Tshs.**), or Wire Transfer. If the payment is made directly to CCIS bank accounts, the customer will be required to bring the original receipt received from the bank to the finance office at Christ Church International School for the issuance of the school receipt).

1.5.5 Payment Plan Options:

The school management and the parents/guardians will work out and agree on the payment plan which is found to be favourable to the parents/Guardians as shown hereunder:

a) Annual Payment:

Payment is due not later than the first seven school business days which are 1st September to 7th September and the tuition fee must be paid in full for the academic school year. A 5% discount will be offered on the school fee.

b) Semi-Annual Payment:

School fee will be paid in two installments as follows: Half of the annual tuition is due by the first seen school business days, which are 1st September to 7th September and the remaining balance is due no later than the first seven school business days which are on 2nd January to 8th January. A 3% discount will be applied on school fee ONLY to the January payment. If the second installment is received after the first seen school business days of January, the 3% discount will be forfeited.

c) Terminal Payments:

Payments are due by the first seven school business day which are: 1st September to 7th September, 2nd January to 8th January and 1st April to 7th April.

d) Penalty on late school fee Payment:

A \$50 USD late fee payment will be added to all payments that are not made by the agreed due date.

e) Defaulter's Contract

If payments become 30 days or more, a meeting will be called and a defaulter's contract will be signed by the owing family. Students that are under defaulted payments will not be permitted to attend CCIS events until the contract is signed and a default's payment plan has been established and agreed upon.

f) School Bank and Lipa Namba Details

All payments of School Fees, Registration fees, After School activities, T-Shirts, Caps etc. shall be through CCIS bank account, with the following details or CCIS-M-PESA/LIPA NAMBA Account with details hereunder:

I. BANK ACCOUNT DETAILS:

Name of Bank: Exim Bank

A/C Name: Christ Church International School

USD Account Number: 0030034888 **TSH Account Number:** 0030034887

City: Arusha

II. LIPA NAMBA ACCOUNT DETAILS:

Name: Christ Church International School

Number: 5197610

g) Date of Receiving School Fee:

The invoices will be issued to the parents/Guardians two weeks before the actual date of school fee payment. Funds will be considered to have been received by CCIS on the date that it was deposited or transferred to CCIS bank account.

- h) School fees changes for the continuing students, will be made with at least one term’s notice to the parents.
- i) Once the school fees and registration fee have been paid, they are not refundable. This is due to the tax complications linked with such changes.
- j) School trips, and afterschool activities are not included in the school fees payment rates.
- k) Field trips are determined by the location of the trip and are paid for by the Parents/Guardians.
- l) As an incentive to CCIS-staff, the Owner shall consider provision of 80% discount to one child of CCIS staff enrolled at CCIS. This may change from time to time depending on financial condition of the school and the prevailing taxation policy.

1.6 Approvals

The Owner of the school may consider other forms of wavers/discounts as per the case presented to him, bearing in mind the school’s operational costs and prevailing taxation policy. This is based on the fact that all discounts are taxable as per the Government Financial Regulations.

The request for discounts other than those stated above shall be in a form of a letter addressed to the Owner, detailing the reasons for such wavers/discounts.

It is expected that this policy will provide a consistent and equitable practice in respect to school fee payment and the discounts offered by the school.

The Owner has, however, the final responsibility of interpreting this School Fees Policy.

APPENDIX: 1

A: CURRENT SCHOOL FEE RATES (2022-2023) SCHEDULE AND DISCOUNTS (JULY 2022 TO DECEMBER 2023)

Preschool	Full-time		Half-day (12:30 pick up—no lunch)	
	Per term	Full year	Per term	Full year
	\$938	\$2,813	\$750	\$2,250

Preschool Attendance per session:

Pre-School Payment Per Session	Days per week	Terms	Early Morning session with snack - 08.15-10.25 (Pick Up Time is 10.30)	Mid-Morning session with snack - 10.25-12.30. (Pick up time 12.30)	Half-Day session with snack only - 08.15-12.30. Pick Up time 12.30	Full day session with snack and Lunch - 08.15-03.15 (Pick Up Time is afternoon 3.15)
			<i>Diki-Diki</i>	<i>Diki-Diki</i>	<i>Diki-Diki/ Impala</i>	<i>Diki-Diki/ Impala</i>
	5 days per week	Term 1	500	500	750	938
		Term 2	500	500	750	938
		Term 3	500	500	750	938

Pre-School Payment Per Session	Days per week	Terms	Early Morning session with snack - 08.15-10.25 (Pick Up Time is 10.30)	Mid-Morning session with snack - 10.25-12.30. (Pick up time 12.30)	Half-Day session with snack only - 08.15-12.30. Pick Up time 12.30	Full day session with snack and Lunch - 08.15-03.15 (Pick Up Time is afternoon 3.15)
			<i>Diki-Diki</i>	<i>Diki-Diki</i>	<i>Diki-Diki/ Impala</i>	<i>Diki-Diki/ Impala</i>
			1,500	1,500	2,250	2,814
	4 days per week	Term 1	400	400	600	751
		Term 2	400	400	600	751
		Term 3	400	400	600	751
			1,200	1,200	1,800	2,253
	3 days per week	Term 1	300	300	400	563
		Term 2	300	300	400	563
		Term 3	300	300	400	563
			900	900	1,200	1,689
	2 days per week	Term 1	200	200	250	375
		Term 2	200	200	250	375
		Term 3	200	200	250	375
			600	600	750	1,125
	1 day per week	Term 1	100	100	150	188
		Term 2	100	100	150	188
		Term 3	100	100	150	188
			300	300	450	564

Years 1-8	All students attend full-time	
	Per term	Full year
	\$1,500	\$4,500

B: Student registration fee/development fee: \$250

NB: The above school fee rates are exclusive of the discount rates.

APPENDIX: 2

A: SCHOOL FEE RATES (2024) SCHEDULE AND DISCOUNTS (JANUARY 2024 TO JUNE 2024)

Preschool	Full-time		Half-day (12:30 pick up—no lunch)	
	Per term	Full year	Per term	Full year
	\$938	\$2,813	\$750	\$2,250

Preschool Attendance per session:

Pre-School Payment Per Session	Days per week	Terms	Early Morning session with snack - 08.15-10.25 (Pick Up Time is 10.30)	Mid-Morning session with snack - 10.25-12.30. (Pick up time 12.30)	Half-Day session with snack only - 08.15-12.30. Pick Up time 12.30	Full day session with snack and Lunch - 08.15-03.15 (Pick Up Time is afternoon 3.15)
			<i>Diki-Diki</i>	<i>Diki-Diki</i>	<i>Diki-Diki/ Impala</i>	<i>Diki-Diki/ Impala</i>
	5 days per week	Term 1	500	500	750	938
		Term 2	500	500	750	938
		Term 3	500	500	750	938
			1,500	1,500	2,250	2,814
	4 days per week	Term 1	400	400	600	751
		Term 2	400	400	600	751
		Term 3	400	400	600	751
			1,200	1,200	1,800	2,253
	3 days per week	Term 1	300	300	400	563
		Term 2	300	300	400	563
		Term 3	300	300	400	563
			900	900	1,200	1,689
	2 days per week	Term 1	200	200	250	375
		Term 2	200	200	250	375
		Term 3	200	200	250	375
			600	600	750	1,125

Pre-School Payment Per Session	Days per week	Terms	Early Morning session with snack - 08.15-10.25 (Pick Up Time is 10.30)	Mid-Morning session with snack - 10.25-12.30. (Pick up time 12.30)	Half-Day session with snack only - 08.15-12.30. Pick Up time 12.30	Full day session with snack and Lunch - 08.15-03.15 (Pick Up Time is afternoon 3.15)
			<i>Diki-Diki</i>	<i>Diki-Diki</i>	<i>Diki-Diki/ Impala</i>	<i>Diki-Diki/ Impala</i>
	1 day per week	Term 1	100	100	150	188
		Term 2	100	100	150	188
		Term 3	100	100	150	188
			300	300	450	564

Years 1-8	All students attend full-time	
	Per term	Full year
	\$1,600	\$4,800

B: Student registration fee/development fee: \$250

NB: The above school fee rates are exclusive of the discount rates.

STUDENT'S JOINING INSTRUCTIONS

Dear Parent/Guardian of:

We kindly refer you to your inquiring for admission of your child at CCIS. We would like to inform you that your child has been given admission to Christ Church International school and will attend the school in the hereunder session/year of study:

Session/Year of Study:

Please be informed that your child will be required to observe the following entry conditions before joining the school on and present bank pay-in-slip to the school as evidence of payment.

- a) Present a Student Pass (For non-Tanzanians) and Birth Certificate for the Tanzanian students.
- b) Pay one time school registration fee/Future development fee of **USD 250**.
- c) Pay school fee as per one of the options hereunder:

School Fee Payment Plan Options:

S/N	Option	Date of Payment	Discount offered	Confirm your option by signing against it.
1.	Annual Fee Payment	1 st September to 7 th September	5% school fee reduction	
2.	Semi-Annual Fee Payment	1 st September to 7 th September	Nil	
		2 nd January to 8 th January	3% school fee reduction	
3.	Terminal School Fee Payment	1 st September to 7 th September	Nil	
		2 nd January to 8 th January	Nil	
		1 st April to 7 th April	Nil	

- d) Pay Tshs. 20,000/= for sports Tshirt.
- e) Pay Tshs. 15,000/= for sports Caps.

All payments of School Fees, Registration fee, T-Shirts, caps etc. shall be paid to the school bank account or Lipa Namba account with the details hereunder:

SCHOOL BANK DETAILS:

Name of Bank: Exim Bank

A/C Name: Christ Church International School

USD Account Number: 0030034888

TSH Account Number: 0030034887

City: Arusha

LIPA NAMBA Account:

Name: Christ Church International School

Number: 5197610

Yours Sincerely

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School Principal

C.C. School Accountant/Lead Teacher: Kindly ensure that the registration and school fees are collected as per the payment plan.

CHRIST CHURCH INTERNATIONAL SCHOOL (CCIS)

CERTIFICATION FORM ON SENSITISING A FAMILY TO ENROL A CHILD/CHILDREN AT CCIS:

From:

To: CCIS Director/Principal

I am one of the parents/guardians having a child /children enrolled at CCIS. My child/children are and

Because of my long experience with CCIS, I managed to sensitise the family of Mr./MS:..... to enroll their child /children to CCIS foracademic year.

In line with the CCIS-School Fee Policy, I would request to be considered for a reduction of USD 50 in my school fee for academic year.

Yours Sincerely

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