

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 12 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 fee covers 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, 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 and beyond (Birth Certificate required) | 5% off school fee |
| 3. One child of the staff will be offered a discount of 80% (One child of Local or International staff – Birth certificate required) | 80% |

Note: No Parent/Guardian or Staff will get more than one package of discount.

1.5.3 Registration Fee/ Capital Development Fee:

One time capital development fee: \$250 (Tshs. 670,000/=) 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 indicated amount of Tanzanian shillings**). 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 of the first quarter 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, of the first quarter and the remaining balance is due no later than the first seven school business days of January.

c) Terminal Payments:

Payments are due by the first seven school business day of First quarter, Second quarter and Third Quarter of the respective Academic year.

d) Penalty on late school fee Payment:

A \$50 USD (Tshs. 134,000/) 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 waivers/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 waivers/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

FEE SCHEDULE FOR 2025-2026 ACADEMIC YEAR

A: SCHOOL FEE RATES AND DISCOUNTS FOR 2025/2026)

| School Fee for Pre-School (Dik-Dik and Reception (Impala) | Full-time | | Half-day (12:30 pick up—no lunch) | |
|---|---|-------------------|-----------------------------------|-------------------|
| | Per term | Full year | Per term | Full year |
| | \$1,000 | \$3,000 | \$850 | \$2,550 |
| | Tshs. 2,680,000/= | Tshs. 8,040,000/= | Tshs. 2,278,000/= | Tshs. 6,834,000/= |
| Years (1 -6) Students for 2025/2026 Academic year | All students attend full-time | | | |
| | Per term | | Full year | |
| | \$1,667 | | \$5,000 | |
| | Tshs.4,467,000/= | | Tshs. 13,400,000/= | |
| Note: | In the academic Year 2026/2027, the fees for students in Reception class (Impala) will be the same as Y1-Y6 fees. This will come in line with the British School System. Dik Dik Class will remain at the preschool fee. | | | |

B: Student registration fee/development fee: \$250 (Tshs. 670,000/=) –One-time Payment.

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. (Tshs. 670,000/=)**
- 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 | Paid immediately after the seven business days of the first quarter | 5% school fee reduction | |
| 2. | Semi-Annual Fee Payment | Paid immediately after the seven business days of the First quarter | Nil | |
| | | Paid immediately after the seven business days of the third quarter | Nil | |
| 3. | Terminal School Fee Payment | Paid immediately after the seven business days of the First quarter | Nil | |
| | | Paid immediately after the seven business days of the Second quarter | Nil | |
| | | Paid immediately after the seven business days of the third quarter | Nil | |

- d) Pay Tshs. 20,000/= for sports T-shirt.
- e) Pay Tshs. 10,000/= for Library Bag.
- f) Pay Tshs. 50,000/= for School Uniform.

All payments of School Fees, Registration fee, T-Shirts, Library bag, School uniform, 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

.....

Head of School

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