



DOWEN COLLEGE LAGOS

Our School Fees Policy

1. This policy applies to all parents.

2. Purpose

The objective of this policy is to ensure consistency in terms of approach and methodology. It is imperative that a standard process exists and that all stakeholders are aware of this. The school fees break down is a simple narrative of how all funds collected are apportioned by the school.

Parents are required to note the following

3. **All school fees are due by the first day of each term and must be paid to the designated school account indicated on the invoice.**
4. An annual payment (one full payment at a time) attracts a 10% discount on tuition and is available on an annual payment.
5. **Alternatively, parents can enjoy a discount fee of 10% on the tuition of the 2nd and subsequent children of one family (biological) attending at the same time.**
6. Boarders must produce evidence or a receipt of full payment before they are granted entry into the hostel.
7. **Refund or waiver of school fees:** Fees paid will not be refunded or waived. All fees payable are non-negotiable and non-refundable.
8. **Scholarships:** Dowen College offers annual **tuition** scholarships to deserving students who perform well in their academics (a minimum of 90% per term for juniors and a minimum of 90% per term for seniors for the three consecutive terms). These scholarships are subject to renewal each year. Students who fail to meet this condition will revert to paying full fees in the subsequent session.
9. **Accepted methods of payment** for fees include: bank transfers, bank drafts, cheques, debit cards/POS transactions, and, in rare cases, cash. Postdated cheques will not be accepted by the school, especially where fees are already due. Evidence of

all payments made through bank transfer should be forwarded to the bursary department for the issuance of receipts.

- 10. Payment of Fees by a third party:** An agreement with a third party (such as a school fee plan) to pay the fees or any other sum due to the school does not release the parents from liability if the third party defaults. This does not also affect the operation of any other of these terms and conditions unless an express release has been given in writing, signed by the principal of the school.
- 11. Examination classes/Key Stage Fees:** Students in key stage classes (Year 9 & 12 or JSS3 & SS3) are required to pay their fees in 2 tranches (September & January) rather than per term. Those who have not paid school fees as at the time when registration for external examinations is due have the opportunity of withdrawing and registering their children at another centre.
- 12. Parents** who fail to pay fees in full before the start of school will be communicated with via letters, SMS, or phone calls and placed on notice. Parents/guardians whose children are still in default of school fees after two (2) weeks of resumption may be asked to stay back at home until fees are fully paid. No concession on fees will be granted on days missed by the students as a result of the parents' default in fee payment.
- 13. Default in payment:** In the event that a student leaves the college with fees still unpaid, a 10% default fee per month will be charged on the sum outstanding.
- 14.** If a debt rises to an unacceptable level, the school reserves the right to resort to legal means to recover the amount. The parents shall also be liable to pay all costs, fees, disbursements and charges, including legal fees and costs reasonably incurred by the school in the recovery of any unpaid fees, regardless of the value of the school's claim.
- 15. Concession on Fees:** **The school may waive a portion of the school fees where a student has been absent for a prolonged period due to illness or other exceptional circumstances and the school has been notified in writing.**
- 16. Consent on Enquiries:** The parents will be required to give consent to the school to make enquiries from the student's previous schools for confirmation that all fees due and owing to such schools have been paid.
- 17.** Parents must also consent to the school's informing any other school or educational establishment to which the student is to be transferred of any unpaid or outstanding fees.

18. Withdrawal: A term's notice is required prior to the withdrawal of a student, failing which one (1) term fee must be paid to get clearance and other documentation from the school.

4. Monitoring

The policy will be reviewed a year after development and then every three years, or in the following circumstances as approved by the Board of Governors:

- a. Changes in legislation and/or government guidance.
- b. As a result of any other significant change or event.

Signed: Principal / Head of School: Mrs. Adebisi Layiwola Date: 30th August 2021