



CONDITIONS OF ENTRY/CONTINUED ATTENDANCE AT ST. CONSTANTINE'S INTERNATIONAL SCHOOL, ARUSHA, TANZANIA

1. Parents/guardians agree to be **active** with their son/daughter's education at SCIS. The school expects that they attend parents' days, information evenings etc. and agree to attend any requested meeting about their child. Wherever possible parents/guardians are asked to show support at school events.
2. All students are required to wear appropriate and well-fitted uniform, as requested by the school.
3. Students are required to conform to school rules at all times.
4. If the Headmaster, upon enquiry, satisfies himself that any student has committed a grave offence, is unsuited to their course of study, or their behaviour and/or attitude is unsuited to SCIS, then the Headmaster may remove or exclude a student, or request the parent to remove, him or her from SCIS.
5. School fees do not include any public examinations (such as CIEs, GCSEs, AS / A levels and BTECs) where parents/ guardians have the responsibility to pay.

Notice period for withdrawal of a student

At least one term's notice, in writing, of the intention to remove a student must be given to the Headmaster. In the event of this not being given, one term's fees will be due.

Payment policy

- a) Parents are responsible for paying all school fees at the correct time, but the school will furnish the parents with an accurate invoice. Parents may ask for an invoice at any time. The school has the right to exclude a pupil if fees are not paid on time.
- b) Any outstanding debt from the previous year must be cleared before a student is enrolled for the forthcoming academic year.
- c) Fees for each upcoming term must be paid, in full, on or before the stated payment date which will be supplied to parents in advance.
- d) Any parent with outstanding debts from the previous term will not, usually, be allowed to enrol their son/daughter for the next term until all fees are paid.
- e) Wherever possible, the school will find an amicable way forward with a parent regarding unpaid school fees. However, in the event of the school fees not being paid, the school retains the right to take legal action to recover unpaid fees.
- f) Fees paid after the due date will be subject to a 5% late payment charge.
- g) Pupils will not be allowed to graduate (e.g. at Yr. 6, 11 and 13) if school fees are not paid off in full.

- h) The School retains the right not to issue reports, leaving and examination certificates where school fees are not paid off in full. Similarly, parents who owe school fees will be excluded from the parent portal until the school fee debt to SCIS has been repaid.
- i) Where a parent/ guardian owes school fees their son / daughter will not be allowed to go on any additional school trips / outings / exchanges or conferences until the debt is paid off.

Medical information

Please notify your child’s Form Tutor if there is any change to the medical information that we have on record. It is very important that we are informed of any **new allergies or medication** so that this can be shared with all staff.

I have read and accept the Conditions of Entry/Continued Attendance for SCIS and acknowledge receipt of the school fees invoice for my child/children for the Academic Year 2020 -2021.

Name of Parent:

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Signature :

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Name of Student :

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Date :

This document should be returned to the Accounts Office at SCIS no later than the start of term in August 2020.