



EFFECTIVE JANUARY 2027

Fee Policy

This policy brings together the rules on payment dates, instalments, withdrawals and refunds in one place, so that every family knows what to expect before each term begins.

A. PAYMENT OF FEES

1 Payment deadline

All fees (tuition, transport and boarding) are due in full on or before the first day of each term. A learner whose account is not settled by that date will not be allowed to attend school, and academic documents will not be released until the account is cleared.

2 Early payment discount

A 2% discount on tuition applies when full payment is received at least four working days before the term opens. It is calculated on the tuition amount after any sibling discount has been applied, and the payment must reflect in the school account by that date.

3 Instalments

Instalments are accepted only in exceptional circumstances and are limited to two. The parent must complete the Fee Payment Instalment Commitment Form at the school office and, on or before the first day of term, pay at least 50% of tuition and 100% of transport and boarding fees. The second instalment must be paid before the last day of the first half-term. Failure to pay by these dates will result in the learner not being allowed to attend school, and academic documents will not be released. An account with a previous default cannot enter into an instalment agreement, and the early payment discount does not apply to instalment plans.

4 Payment methods

Payment is made by bank transfer or M-PESA Paybill only. The school does not accept cash. Please quote the learner's full name and admission number, and send the banking slip or M-PESA confirmation to 0797 036 248.

5 Payment by an organisation

If fees are paid by an employer or another organisation, it remains the parent's responsibility to make sure the payment reaches the school before the deadline.

6 When a payment counts

A payment is treated as received only when it reflects in the school bank or M-PESA account. A payment that fails or is reversed is treated as unpaid, and the deadline continues to apply.

7 Credit balances and statements

Any overpayment is carried forward to the next term. Parents can view their fee statements on our Smartshule software and may request a fee statement from the accounts office at any time. Kindly raise any queries within 14 days of receiving your statements.

B. WITHDRAWALS AND REFUNDS

8 Fees are charged per term and are not pro-rated

Tuition, transport and boarding are set for the full term, because staffing, transport routes and boarding places are planned and committed before the term begins. For this reason, no reduction or refund is made for absence, illness, leave or an early departure during the term, and a parent who withdraws a learner at any point in the term remains liable for that term's fees in full.

9 Notice of withdrawal

Every notice of intention to remove a learner from the school must be given in writing and received by the school before the beginning of the learner's intended final term. Without proper notice, the following term's fees become payable and no academic documents will be released.

C. NEW ADMISSIONS

10 Securing a place

A new learner secures a place by paying 100% of the tuition fee, together with any transport and boarding fees, as well as the KSh 2,000 registration fee. These payments are non-refundable if the place is not taken up.

D. DISCOUNTS AND OTHER CHARGES

11 Sibling discount

Parents should apply to the school office. The discount is 5% of tuition for each sibling enrolled, while the eldest child pays full fees. The discount applies to tuition only.

12 Billed separately

National examination fees; extracurricular activities and day trips; individual sports and music coaching; and the cost of damage to school property.

13 Changes to fees

The school reserves the right to review its fees, and due written notice will be given to parents before any change takes effect.

Enrolling a learner, or continuing a learner's enrolment, confirms that the parent or guardian has read and accepted this policy.

Questions? We are glad to help.

Please speak to the school office. Mr. Simiyu and the team will meet you in confidence.

0797 036 248

0754 736 302

monarkschool2014@gmail.com