



FEES HANDBOOK

OVERVIEW

Purpose	This Fees Handbook provides an overview of the rules about student fees that all students/parent(s)/guardian(s)/fee payer(s) are expected to comply with.
Custodian	Head of Finance
Approval Authority	St Stithians Online School Principal
Version History	Version 1, Effective [TBD]



For all information on fee structure, administration fees, fees for additional subjects and payment options for St Stithians Online School offerings facilitated in collaboration with Valenture Institute, please refer to the “Fee structure” link on the St Stithians Online School website. In addition to the information/terms and conditions contained on the website, the following terms and conditions are also applicable to students/parent(s)/guardian(s)/fee payer(s) with respect to the payment of fees at St Stithians Online School.

Please note: any further reference to “students” in the context of paying fees also refers to their parent(s), guardian(s) or any other fee payer.

Please note further: any fees owing to St Stithians Online School will be levied by Valenture Institute and payable into Valenture Institute’s stipulated account.





Pricing, payment and delivery

Application fees:

- A non-refundable application fee covers the entire application process, including an advanced and detailed cognitive abilities test for every student. These results will be shared with parents/guardians and Valentre Institute's in-house educational psychologist.
- Applicants acknowledge and understand that the submission of an application in no way guarantees or automatically entitles them to be offered a place of study at St Stithians Online School.
- If a student's application has been successful, St Stithians Online School requires the payment of a placement fee.

Placement fees:

- If a student's application has been successful, St Stithians Online School requires the payment of a non-refundable placement fee which guarantees a child's place and indicates acceptance to study at St Stithians Online School.





- The placement fee is due two weeks from receipt of notification of acceptance.

Qualification fees:

- When a parent/guardian/fee payer accepts an offer to study one or more Qualifications at St Stithians Online School, on behalf of a student, by paying the requisite placement fee, they then agree to pay the applicable Qualification (tuition) fees and any other amounts that are due by them arising from their participation in the Qualification(s), by the stipulated deadlines.
- Each fee payer must make their first Qualification fee payment before the commencement of the semester. If payment is not received on or before the due date, the student will not be permitted to commence their studies.

Examination fees:

- Unless stipulated otherwise, there are no additional exam fees as these are included in the qualification fees paid to St Stithians Online School.





Extracurricular and sports fees:

- TBD

Discounts:

- Any discounts, such as scholarships, will be indicated on the Qualification fee invoice.

Tax Invoices in electronic format:

- Fee payers hereby consent to the receipt of an invoice, which shall be sent to them in electronic format, to the email address that they provided when they applied for the Qualification.
- All invoices shall reflect the methods of payment that will be accepted in payment of such invoice.



- St Stithians Online School does not accept responsibility for incorrect addresses or blocked emails resulting in statements of account not being received. It is the responsibility of the parent(s)/guardian(s)/fee payer(s) to make enquiries should he/she not receive a statement of account. The fact that no statement of account has been received will not be accepted as a valid reason for the failure to pay the Qualification fees by the due date.

Bank charges:

- If bank charges and/or fees are levied on or added to a payment made by the fee payer to St Stithians Online School from any country or jurisdiction, the fee payer shall be liable for all such bank charges and additional costs.

Payment of VAT and other Taxes:

- Any VAT or other applicable taxes charged in addition to the Qualification fees will be identified on the student's invoice or in the information pack and these amounts are payable by the fee payer.





Payment reference:

- When making a direct payment to St Stithians Online School, the fee payer must ensure that their invoice number (to which the payment relates), and the child's full name, is reflected on their payment. St Stithians Online School will not be held liable if they are unable to locate the fee payer's payment, and as a result, the student is suspended from participation in a Qualification.

Suspension for non-payment:

- If a fee payer fails to make payment for a Qualification by the due date for payment (as agreed during the admissions process, and recorded in the fee payer's invoice), then St Stithians Online School may remove the student from the Qualification or suspend their participation in the Qualification, at its sole discretion.
- If a student is suspended from participation, they will not be permitted to access the St Stithians Online School Online Campus until the outstanding payment has been made, and the fee payer will be given a period within which to rectify non-payment.



- If the fee payer fails to make payment within the given additional time, then St Stithians Online School will be entitled to cancel the student's enrolment and remove them from the Qualification, and you will not be entitled to any refund.
- **Under no circumstances will students be permitted to continue with a Qualification once enrolment has been terminated and the deadlines have lapsed.**
- **Where a student wishes to continue with a qualification where enrolment has been terminated due to non-payment, then it is necessary to apply for readmission to the next available offering.**

Effects of non-payment on examinations and certification:

- If fees have not been settled in accordance with the agreed payment terms, students will not be registered to write any exams for the respective Qualification(s). In this instance, the student will not be entitled to any letters confirming attendance or completion of Qualification components.





- All qualification results will be withheld from students until all fees have been paid in full.
- No report or certificate will be issued to students until all fees have been paid in full and the academic requirements have been met for the Qualification(s).

Reminders:

- Students hereby acknowledge and consent to us contacting them concerning payments due for a Qualification or in terms of these Terms, by way of email, text message, telephone calls, or other means as determined by St Stithians Online School. Where a student is under the age of 18, all communication relating to payment will be directed to a student's parent(s)/guardian(s)/fee payer.

Disputes:

- If there is a dispute between St Stithians Online School and a student relating to the payment of any Qualification fee, or the way in which the St Stithians Online School Campus or the Website have been used, St Stithians Online School may,



at its sole discretion, suspend the student's participation in the Qualification for the period of the dispute.

Fee implications for cancellation of enrolment

Where fees have been paid in full and upfront for the academic year:

- Cancellation of enrolment completed within the first month of study: 75% refund.
- Cancellation of enrolment completed after the first month of study, but before the start of the second semester: 50% refund.
- Post commencement of the second semester: 25% refund.

Where fees are paid through monthly instalments:

- If a cancellation is requested during a semester, the fee payer will be liable for the balance of fees due for the enrolled semester.

Where a child is suspended/expelled from St Stithians Online School due to conduct:





- In the event of a child being suspended/expelled from St Stithians Online School due to conduct, the fee payer will still be liable for the balance of fees due for the enrolled semester, where fees are paid through monthly instalments.
- Where fees are paid in full and upfront for the calendar year and a child is suspended/expelled from St Stithians Online School due to conduct, the fee payer will receive a 50% refund if this occurs in the first semester, and a 25% refund if this occurs in the second semester.

Insufficient demand:

- St Stithians Online School reserves the right to cancel the offering of a Qualification if there is insufficient demand, as determined by St Stithians Online School in its sole and absolute discretion.
- In this case, students will receive a full refund, but no interest will accrue on any amounts refunded to them. Any applicable bank charges will be offset against the refunded amount.