🌞 Mizizi Learning Hub – Fee Policy

A school so warm, it feels like sunshine

FEE STRUCTURE – ACADEMIC YEAR 2026–2027

Enrolment Charges:

Admission Fee – KES 20,000
Payable to commence the application process or secure a place on the waiting list. Non-refundable.

Caution Deposit – KES 25,000
A refundable security deposit payable at the time the Offer of Enrolment is accepted. One full term's notice in writing to the School Administrator must be given for a refund to be available. (See withdrawal policy below.)

Trial Fees:

Nursery and Playgroup (Half Day) – KES 1,500 per half day
A 1–3 day trial can be completed before an Offer of Enrolment is made. Trial fees are due on or before the first trial day.

Reception – Year 6 – KES 2,500 per full day
A 1–3 day trial and payment of trial fees *must* be completed before an Offer of Enrolment is made. Trial fees are due on or before the first trial day.

Trial Fee Credit: Where a learner subsequently enrols, trial fees will be credited against tuition fees only where the trial days fall within the same academic term as the learner's enrolment and full-term tuition fees are payable. Trial fees will not be credited where tuition has been prorated, or where the trial took place in a previous term.

Fees and Activity Charges:

Tuition Fees – Vary by class and include daily lunch and morning snack (see table below).

Class Activity Fee – Covers class activities such as day trips, termly swimming, compulsory co-curricular activities, clubs and societies, incursions, and related transport. Does **not** cover holiday camps, extra swimming, elective extracurricular activities, or overnight school trips. (Non-refundable and not credited in case of absence, illness, or withdrawal.)

Levies (per term):

- **Building and Development Fund** – KES 7,500 per family. Supports critical infrastructure and capital expenditure projects aligned with the school's Master Plan.
- **Group Personal Accident (GPA) and Ambulance Cover** – KES 1,500 per learner. Compulsory for all learners.

Incidental/Outlay Charges –Discretionary charges billed per activity. Includes extracurriculars, optional music, football or dance classes, overnight school trips, enrichment courses, external exams, and materials for major projects.

FEE SCHEDULE – 2026/27

CLASS	TUITION FEE (KES)	CLASS ACTIVITY FEE (KES)	GPA & AMBULANCE COVER (KES)	TOTAL FEES (KES)
Playgroup (half-day)	95,000	6,000	1,500	**102,500**
Playgroup (full-day)	141,000	6,000	1,500	**148,500**
Nursery (half-day)	108,000	6,000	1,500	**115,500**
Nursery (full-day)	152,000	6,000	1,500	**159,500**
Reception	163,000	6,000	1,500	**170,500**
Year 1	185,500	7,500	1,500	**194,500**
Year 2	207,500	7,500	1,500	**216,500**
Year 3	218,500	7,500	1,500	**227,500**
Year 4	251,500	7,500	1,500	**260,500**
Year 5	273,500	7,500	1,500	**282,500**
Year 6	290,000	7,500	1,500	**299,000**

All figures are per term and in KES. | Daily lunch,morning snack and materials included in all full-day fees.

BUILDING LEVY:

Building Levy of KES 7,500 per family per term is charged separately and is not included in the totals above.

SIBLING DISCOUNTS:

- **2nd child** – 5% discount on **Tuition Fee** for that child.
- **3rd & subsequent children** – 10% discount on **Tuition Fees** for those children.

Note: The 1st child is defined as the oldest child in the highest class. 2nd and subsequent children are in

lower classes, in descending order of age or grade level. Sibling discount applies to Tuition Fees only.

🔹 1. Tuition Payment Options

At Mizizi, we recognize that paying school fees is a major financial commitment. To support our families, we offer flexible payment options:

A. Per Term Payment

Full term tuition is due by Friday before the start of each term.

B. Payment Plan (Installments)

Families may opt to pay in three installments:

- 50% due by the Friday before term begins
- 30% due by Week 4 of the term
- 20% due by Week 7 of the term

Conditions:

- A one-time administrative fee of KES 2,000 is charged per term for payment plans.
- Requests must be submitted at least 1 week before the start of term.
- Apply via: finance@mizizilearning.com

🔹 2. Payment Deadlines & Penalties

Regardless of the payment method chosen, the following applies:

- Payments are due by the Friday before the term starts, as outlined above.
- All learners must be financially cleared before the start of each term. Financial clearance means either:
    - Full payment of the term's fees; or
    - Payment of the first instalment, where a payment plan has been agreed and approved by the school in advance.
- Learners whose required payment has not been received by the deadline will not be permitted to attend school, classes, activities or school programmes from the first day of term until payment is received.
- This start-of-term requirement takes precedence over the standard late-payment reminder process below. The reminder schedule does not provide a grace period for payment at the beginning of term.
- Any exception must be agreed with and approved by the school before the payment deadline.

For other outstanding or late payments, the following applies:

- **First Reminder (approximately 1 week overdue)** – No late fee applied
- **Second Reminder (approximately 2 weeks overdue)** – KES 2,500 Late Fee applied
- **Third Reminder (approximately 3 weeks overdue)** – Exclusion from school activities or classes

If the outstanding balance is not cleared within 7 days of a third reminder, enrollment may be cancelled. The Caution Deposit will not be refunded.

The school reserves the right to review the payment history of families and apply stricter payment conditions or penalties for parents who consistently delay payments and require repeated follow-up.

If fees remain unpaid, the school reserves the right to:

- Engage external debt collection agents
- Add collection and legal fees to the outstanding balance

🔹 3. Temporary Withdrawal / Extended Absence

Families wishing to temporarily withdraw a student (e.g. for extended travel or personal reasons) must note:

- To reserve a place, full fees for the term must be paid in advance.
- No refund, reduction, or proration applies during temporary absence.

If you choose not to pay:

- The child will be formally withdrawn.
- Re-admission requires:
  - A new application
  - Payment of Admission Fee and Caution Deposit
  - Space is not guaranteed and will be based on availability.

🔹 4. Withdrawal from School

Submit written notice at least **1 full term** before the student's last day.

Definition of "1-term's notice":

- If a child's **last day is at the end of Term 3**, notice must be submitted **by the Friday of Week 1, Term 2**.
- If a child's **last day is mid-term (e.g. Week 7 of Term 2)**, written notice must be submitted **by the Friday of the same week in the previous term (e.g. Friday of Week 7 in Term 1)**.

Withdrawal will be processed only if:

- All outstanding fees are cleared
- All school property is returned in good condition

Fee Refund Policy

Non-Refundable Fees: All fees paid are non-refundable, except for the Caution Deposit, which is refundable in accordance with the stipulated withdrawal procedures.

Early Withdrawal: Early withdrawal during a term does not qualify for a refund of that term's fees. For parents paying in installments, all outstanding installments for the current term must be paid in full, even if the child leaves before the term ends. Any unpaid balance will be treated as a debt owed to the school.

Advance Fee Payments: For parents who pay fees more than one term in advance, the extra term(s) paid beyond the current term may be refunded upon withdrawal, provided that a written notice of withdrawal is submitted in line with the stipulated withdrawal procedures.

⚠️ Caution Deposit is refundable **only** when 1 full term's written notice is provided. Refund is processed within 14 days of clearance. Admission Fee is **non-refundable**.

🔹 5. Prorated Tuition Policy

Prorated fees apply only in the following cases:

- New students joining after the first month of the term
- Students enrolled for short-term periods (less than a full term)

Prorating does **not** apply to absences of already enrolled students.

🔹 6. School & Board Rights

- The school reserves the right of admission.
- The Board of Directors reserves the right to alter fees with a minimum of three (3) months' written notice to parents.

🔹 7. How to Pay

Mpesa

- PayBill: 516600
- Account Number: 931972

Bank Transfer

- Account Name: Mizizi Learning – Fees Collection Account
- Account Number: 0334324001
- Bank: DTB
- Branch: Lavington
- SWIFT Code: DTKEKENA

Please include your child's full name as the reference when making payment.
Send a copy of your payment confirmation to: **finance@mizizilearning.com**
Subject line: `[CHILD'S FULL NAME_FEES]`

A receipt will be emailed to you within 7 days.
Please note: cheques are not accepted.

💬 Need Assistance?

We're here to help! For any support or clarification, please reach out to our Finance Office:
📧 **finance@mizizilearning.com**