



School, Family, Community

Cornelia International Schools – Comprehensive Fee Policy (2025/2026)

1. Introduction

Cornelia International Schools is committed to providing high-quality education in a safe, nurturing, and innovative environment. This Fee Policy sets out the structure, timelines, payment options, discounts, and conditions governing tuition and other school charges. The purpose is to ensure transparency, fairness, and accountability between the school and all parents/guardians.

2. Policy Objectives

This policy exists to:

- Provide clear information on all school fees and charges.
- Outline payment timelines and consequences for late or missed payments.
- Ensure consistency in fee collection and management.
- Protect the financial sustainability of the school while offering quality education.

3. Scope

This policy applies to:

- All existing and prospective students in **Daycare, Nursery, and Primary (Years 1–6)**.
- All parents, guardians, and sponsors responsible for paying school fees.

4. Definitions

- **Tuition Fee:** Payment for academic instruction, teaching resources, and basic educational services.
- **Termly Events:** Charges for school-organised programmes such as cultural days, sports events, performances, and special activities.
- **Medicare Fee:** Basic health services, first aid, and minor medical support within the school.
- **ICT Charge:** Use of technology resources, internet facilities, and digital learning platforms.
- **Uniform Fee:** Payment for the official school uniforms and sports kits.
- **Registration Fee:** One-time, non-refundable fee for processing new admissions.
- **Development Levy:** Contribution towards school improvements and facility upgrades (included in some categories).
- **Books & Educational Aids:** Textbooks, workbooks, stationery, and other instructional materials.
- **Yearbook & Souvenirs:** Printed yearbook and commemorative items given at the end of the school year.
- **Clubs Fee:** Charges for co-curricular activities such as arts, music, STEM clubs, sports, etc.
- **Graduation Fee:** Applicable to Reception and Year 6 pupils for graduation ceremonies and related items.
- **Meals Fee:** Optional payment for school-provided meals.

5. Fee Structure (2025/2026 Academic Year)

A. Daycare

- **First Term:** ₦105,000 (Tuition ₦70,000, Termly Events ₦15,000, Medicare ₦15,000, ICT ₦5,000)

- **Second Term:** ₦90,000 (Tuition ₦70,000, Termly Events ₦15,000, ICT ₦5,000)
- **Third Term:** ₦110,000 (Tuition ₦70,000, Termly Events ₦15,000, Yearbook & Souvenirs ₦20,000, ICT ₦5,000)

B. Nursery

- **First Term (Returning):** ₦195,000
- **First Term (New):** ₦325,000 (includes ₦30,000 Registration + ₦100,000 Uniform)
- **Second Term:** ₦100,000
- **Third Term:** ₦120,000 (includes Yearbook & Souvenirs ₦20,000)
- **Graduation Fee (Reception only):** ₦20,000 (3rd Term)

C. Primary (Years 1–5)

- **First Term (Returning):** ₦260,000
- **First Term (New):** ₦440,000 (includes ₦30,000 Registration + ₦150,000 Uniform)
- **Second Term:** ₦145,000
- **Third Term:** ₦165,000 (includes Yearbook & Souvenirs ₦20,000)
- **Graduation Fee (Year 6 only):** ₦20,000 (3rd Term)

D. Primary (Year 6)

- **First Term:** ₦270,000
- **Second Term:** ₦155,000
- **Third Term:** ₦175,000 (includes Yearbook & Souvenirs ₦20,000)

E. Meals (Optional)

- **Daily:** ₦3,000

- Weekly: ~~₦~~15,000
- Monthly: ~~₦~~60,000
- Termly: ~~₦~~180,000

6. Sibling Discounts

To support families with more than one child enrolled, the following discounts apply to tuition fees only:

- **First sibling:** 10% discount
- **Second sibling:** 20% discount
- **Third sibling:** 30% discount
- **Fourth sibling:** 40% discount
Note: Discounts are applicable only when siblings are enrolled simultaneously and fees are paid in full before the due date.

7. Payment Schedule & Procedures

- All fees are payable **before the start of each term**.
- A student's enrolment is only confirmed after the **Registration Fee** (for new pupils) and at least **50% of the First Term Tuition** has been paid.
- Full payment must be completed before the student begins classes.
- Payments can be made:
 - By bank transfer (details provided on invoice)
 - By POS at the school office
 - By cheque (must clear before the start of term)
- Annual payments may be made at the start of the school year; management may offer a small incentive for early full-year payments.

8. Late Payment Penalties

- Any payment made more than **two weeks after resumption** will attract a **5% late payment surcharge** on the outstanding amount.
- If fees remain unpaid by the end of the first month of term, the child may be **suspended from classes** until the account is settled.
- Persistent late payments may result in the withdrawal of admission.

9. Refund Policy

- **Non-Refundable:** Registration Fee, Assessment Fee, Application Fee, and Uniform Fee.
- Tuition refunds are **not** issued once the term begins, except in extreme, approved circumstances (e.g., relocation, severe illness) at management's discretion.
- Refunds are not given for absences, mid-term withdrawals, or expulsion due to misconduct.
- In rare approved cases, a **credit note** may be issued for use in the following term.

10. Fee Review

- Fees are reviewed annually in line with operational costs, inflation, and programme improvements.
- Changes will be communicated to parents at least **one term in advance**.

11. Compliance & Agreement

By enrolling a child at Cornelia International Schools, parents/guardians agree to:

- Comply with all fee payment deadlines.
- Honour the terms of this policy.
- Communicate promptly with the school in case of any financial difficulty.

12. Contact for Fee Enquiries

Parents may contact the **School Accounts Office** during working hours for clarification on invoices, payment receipts, or this policy.

Effective Date: September 2025

Approved by: School Management