

Alexanders is a private combined primary and secondary school offering the British National Curriculum from Early Years through to Key Stage Five (Year 13).

REGISTRATION FEE

If a place at Alexanders Private School is offered to your child, you will be required to pay a once-off, non-refundable Registration Fee to secure your child's place. The Registration Fee must be paid by the deadline communicated in your offer letter. If payment is not received by this date, your child's place will be offered to the next applicant on the waiting list.

Please note that the Registration Fee is waived for the third and any subsequent children from the same family enrolling simultaneously. Please refer to the current Fee Structure for the applicable Registration Fee amount. For full details on the admissions process, please refer to the Alexanders Admissions Policy.

SCHOOL TUITION FEES

Monthly school tuition fees educational resources, textbooks and workbooks.

The following are not covered by monthly tuition fees and must be budgeted for separately:

- Stationery
- School uniform
- External examination fees (Pearson Edexcel IG, IAS and IAL or CIAE IGCSE, AS & A-Level)
- Extra-curricular examination fees (e.g. music examinations)
- Individual music tuition
- After-school clubs and activities
- School outings and excursions
- Snacks, picnics and lunches

Tuition fees are payable in advance and on or before the 3rd of the month.

DISCOUNTS

PAYMENT PLAN	DISCOUNT	DEADLINE FOR PAYMENT
EARLY BIRD ANNUAL FEE	15%	3rd November
SUPER SAVER ANNUAL FEE	10%	3rd December
ANNUAL FEE	7.5%	3rd January
TERMLY FEE	3.75%	3rd Jan / 3rd May / 3rd Sep

Termly payments are calculated as the monthly fee multiplied by four.

To retain a discount, payment must be received in full by the applicable deadline. Payments received after the deadline will be charged at the full monthly rate.

LATE PAYMENT CHARGES

Fees not received in full by the 3rd of the month will be deemed late and a first late payment charge of N\$575 will be applied to the account. Late payment charges apply irrespective of the amount outstanding. Should the account remain unpaid by the 15th of the month, a second late payment charge of N\$575 will be applied.

Should the account remain unpaid on the 3rd day of the following month, your child's place will be suspended and the outstanding amount will be referred to the school's legal representatives for collection. Your child's place will be suspended until all outstanding amounts have been paid in full or a payment plan is in place. Reinstatement of your child's place will be confirmed in writing by the school office. Please note that any legal costs incurred in the recovery of outstanding fees will be for the account of the parent or guardian.

NOTICE OF WITHDRAWAL

Tuition fees are structured as an annual fee payable in 12 monthly instalments.

Should you wish to withdraw your child from Alexanders Private School, one calendar month's written notice must be provided to the school office on or before the 1st day of the month prior to the intended withdrawal date. Written notice may be submitted by letter or email.

Failure to provide the required notice will result in one calendar month's fees being charged in lieu of notice. Please note that the full annual tuition fee remains payable regardless of the date of withdrawal.

Withdrawal notices will not be accepted for the month of November, as the December instalment forms part of the full annual fee commitment.

SCHOOL-INITIATED WITHDRAWAL

Alexanders reserves the right to require the withdrawal of a child should the school no longer be satisfied that the student and/or their parents or guardians are willing to:

- (a) benefit from the challenges of the British National Curriculum - an international curriculum;
- (b) will thrive in a smaller school community like Alexanders where every student is known and valued;
- (c) respect the school's rules, procedures and policies;
- (d) actively support the school's ethos of diversity and tolerance; and
- (e) contribute fully, actively and positively to life at Alexanders - in the classroom and beyond.

In such circumstances, one calendar month's written notice will be given by the school.

Tuition fees will remain payable for the duration of the notice period.

The school's decision in this matter is final.

For further information please refer to the school's policies, available on the school website and from the school office.

EMERGENCY CLOSURES

In unavoidable and exceptional circumstances, such as contagious infection or consequential damage following a fire or adverse weather, it may be necessary to close all or part of the school at short notice during term time. As is common with most private schools, it is not Alexanders's policy to refund tuition fees in such circumstances.

FINAL NOTE

New Parents: In signing this 2027 Fee Policy, you agree to accept all the conditions of this policy.

Current Parents: In returning your child or children to the school on the first day of the new academic year, you agree to accept the conditions of this policy.

REVISED: 10 JUNE 2026

Parent / Guardian Signature: Date: