



## Policy & Procedures for Late Payments of Tuition Fees

2017-2018 Onwards

This document aims to stipulate policy and procedures related to Late Payments of Tuition Fees with the main objective of providing guidance and clarity to the concerned parties.

Compliance with the Policy and Procedures is mandatory and any violation may result in disciplinary action.

This document replaces all previous Late Payment Policy and Procedures that were in force prior to the issue of this document. Any variations to such Policy and Procedures will be communicated to the Bayan Community and shall constitute valid and effective notice of such variations.

- If defaulting parents pass the deadline of any particular installment, **an administrative cost of BD10 per month of delay will be charged over and above each pending instalment for each student.**
- If defaulting parents pass the deadline of **August's installment** (before the first semester), the following actions shall be taken:
  - Text books will not be given to enrolled students
  - A **one month grace period** could be given, after which students will be prevented from entering classes
- If defaulting parents pass the deadline of **January's installment** (before the second semester), the following actions shall be taken:
  - Cash only will be accepted for any parents with returned postdated cheques,
  - The student will be prevented from entering classes (after passing the one month grace period)
  - The student will not be allowed to sit for exams
  - No academic reports will be handed to the student
  - No access to any of School systems (e.g. power school)
  - The student will not advance to next grade and/or graduate