

Policy & Procedures for Late Payments of Tuition Fees

March 2025

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.

Default Payment

Default is defined as failure to make a particular payment by the stipulated deadline, which is published in the School website and communicated by the School in writing through invoices and SMS or Whatsapp.

Missed Installments

For any missed installment payment, an administrative cost of BD 10 per month of delay will be automatically charged over and above every pending installment. This is charged per student per month.

Cheque Returns

In case a cheque (applicable to both current & post-dated), is returned due to insufficient funds/refer to drawer, the School will no longer accept cheques from the subject parent.

Missed Deadlines

If a defaulting parent misses the deadline of **March's installment (1st installment)** for an existing student, a 1-month grace period will be given (from the installment due date), after which the seat will not be reserved for the student for the upcoming Academic Year.

If a defaulting parent misses the deadline of **May's installment (2nd installment)**, the following actions shall be taken:

- Educational Resources & Materials (ERM) will **NOT** be handed over to the student(s) in the beginning of the year during ERM distribution,

- A 1-month grace period will be given (from the installment due date), after which access to all digital platforms may be suspended (email, Powerschool, etc.),
- Academic reports (including Progress Reports, Report Cards, IB results, and others) will not be published electronically or on paper.

If a defaulting parent misses the deadline of **September's installment (3rd installment)**, the following actions shall be taken:

- A 1-month grace period will be given (from the installment due date), after which access to all digital platforms may be suspended (email, Powerschool, etc.),
- Academic reports (including Progress Reports, Report Cards, IB results, and others) will not be published electronically or on paper.

If a defaulting parent misses the deadline of **January's installment (4th installment)**, the following actions shall be taken:

- A 1-month grace period will be given (from the installment due date), after which access to all digital platforms may be suspended (email, Powerschool, etc.),
- Academic reports (including Progress Reports, Report Cards, IB results, and others) will not be published electronically or on paper. These will not also be shared with other institutions (universities or other schools).
- The student will not be allowed to sit for exams.
- The student will not be re-registered in the School for the following year.
- For graduating students, Academic Reports and Diplomas will be withheld and not published to both parents or to prospective universities.

