



THE WIT SCHOOL

Wisdom | Intelligence | Training

THE WIT SCHOOL FEES PAYMENT POLICY:

Parents are encouraged to make full payment of school fees and all outstanding debts if any, before the first day of school (DATE) to enable students to participate fully in all class activities. The school has a payment plan in place, which allow parents to pay their wards' fees in instalments. First Instalment: 50% or more of the term's fee and all outstanding debts if any, are to be paid before the first day of the school term's re-opening (DATE) to allow students to have access to join the class. Second instalment: Final 50% or any outstanding balance of the term's the fee to be paid no later than (DATE) after which the student will be denied access to participate in-class activities. However, parents must be noted that there will be an undertaking for B to be filled and signed to make this agreement legal.

KINDLY NOTE THE FOLLOWING:

- All payments made to the school are Non-refundable.
- All cheques and transfers must reflect in the school's account before payment deadlines. The school will not recognize any transfers or any payments who do not reflect in the school's account before the payment deadline. Parents are therefore advised to consider transfer and cheque clearing time to ensure that it clears on time.
- Students will not be given access to class if payment does not reflect in the school's account
- Parents who leave the school for any reason anytime within the school term will be required to pay full school fees. Parents with more than two children must pay individual bills separately.
- All payments must be made to ECOBANK Ghana Ltd. only. Also, part/full payment of fees after withdrawal of student requires no refund.
- No payments should be made to any other bank not stated on this bill. Please Provide the bank with full details of your ward such as the Student's Name, Year/Class and Amount. These terms and conditions are binding when Registration forms are filled and received.

MODE OF PAYMENT:

1. Cash payments (Please note that payment of CASH will NOT be accepted at the Accounts Office of TWS)
 2. Bankers Draft, Direct deposits and Bank Transfer (The narration should indicate payment of school fees for your ward)
 3. Momo transfer to 0555088051- Account name: The WIT Schools Ltd.
- Please contact the accounts department on Tel. 0209633192 between the hours of 8:00 am to 4:00 pm for any further information.
4. Deposit against acceptance of the admission offer is non-refundable. If payment is made and children do not show up for the activities or programs, the payment is forfeited.
 5. If you decide to withdraw from the school after you have registered to start your course of study, you will not be entitled to any fee refund for all advance payments.

Other Charges:

No refund is available for any other fees (e.g., camp, clubs, etc) paid in advance unless cancellation is received no less than 7 working days prior to the intended start date which will attract a 30% refund of the total amount. All continuing students who have overpaid their academic years' fees shall be entitled to a refund of the excess payment. Refund will however be made to the person or organization that made the fee payment and by the same method of payment. Such students will be required to complete a Fee Refund Form duly endorsed and submit the same to the student's Financial Services to be processed.

For more information kindly contact the Finance Director at +233209633192.