



## FEES PER TERM in Kshs for 2023 – 2024

|   | <b>First Child 100%</b>      | <b>Other Children 10% Sibling Discount</b> |
|---|------------------------------|--|
| <b>TODDLER AND PLAYGROUP</b><br>Five days / full week | 75,276/-                     | 67,750/-                                   |
| <b>KINDERGARTEN</b><br>5 days / week                  | 91,800/-                     | 82,620/-                                   |
| <b>AFTERNOON CARE</b>                                 | 5,760/- for one day per term | --   |
| <b>PRIMARY SCHOOL</b>                                 |                              |  |
| Class 1 (off on Friday afternoons)                    | 149,340/-                    | 134,406/-                                  |
| Class 2 (full-time)                                   | 196,911/-                    | 177,220/-                                  |
| Class 3-8 (full-time)                                 | 230,795/-                    | 207,716/-                                  |
| <b>HIGH SCHOOL</b>                                    |                              |  |
| Class 9-10 (full-time)                                | 290,802/-                    | 261,722/-                                  |
| Class 11-12 (full time)                               | 319,882/-                    | 287,894/-                                  |

### APPLICATION FEE

A non-refundable Ksh 5,000/ (five thousand) is due with the submission of the application.

### ADMISSION FEE

Each child admitted to the Waldorf Kindergarten will pay a non-refundable admission fee of Kshs 7,000/- (seven thousand).

Each child admitted to the Waldorf Primary School will pay a non-refundable admission fee of Kshs 12,000/- (twelve thousand).

Each child admitted to the Primary School from Kindergarten must also pay the additional Kshs 12,000/- admission fee. The previously paid Kshs 7,000/- admission fee is not credited.

### DEVELOPMENT FEE

Each child admitted to the Waldorf school will pay a one-off non-refundable development fee of Kshs.30,000/- (thirty thousand only).

### SECURITY DEPOSIT

Each child admitted to the Waldorf Kindergarten will pay a refundable security deposit of Kshs 20,000/- (twenty thousand).

Each child admitted to the Waldorf Primary School will pay a refundable security deposit of Kshs 50,000/- (fifty thousand).

When a child transitions from Kindergarten to Primary school, the family will pay Kshs 30,000/- (thirty thousand) to “top up” their security deposit from Kindergarten to the Primary rate.

[WWW.NAIROBIWALDORFSCHOOL.AC.KE](http://WWW.NAIROBIWALDORFSCHOOL.AC.KE)

**KAREN CAMPUS** Miotoni Road +254 722 823 463 info@nairobiwaldorfschool.ac.ke

**LAVINGTON CAMPUS** Mageta Road +254 728 617 423 lavington@nairobiwaldorfschool.ac.ke

## FEE INCLUSIONS / EXCLUSIONS

### AFTERNOON CARE

Afternoon care for kindergarten should be booked and paid for at the beginning of the term.

- Kshs 11,520/ for two days per term,
- Kshs 17,280/ for three days per term
- Kshs 23,040/ for four days per term,
- Kshs 28,800/ for five days per term.

### CLASS MATERIALS

All writing books, main lesson books, textbooks, and basic drawing and craft materials are included. Materials for special projects are purchased by parents directly from suppliers or by teachers and charged to the parents. Class outings and trips will be charged to the parents. Replacement for lost or damaged items (e.g., fountain pens) will be charged to the parents.

### GAMES

The primary school children are required to wear a games kit available from the school. A T-shirt costs Kshs 700/ and the shorts are Kshs 600/. Children must provide their costumes and towel for activities like swimming. Cleats, shin guards, and other sports equipment may be required and will be purchased by the parents.

### INSURANCE

Kenya Orient Insurance Company covers basic pupil insurance for all medical costs resulting from accidental injury at school or off campus. AAR covers ambulance service. Amref Flying Doctors cover medical evacuation.

### MEALS

A warm lunch is included in the Primary school fees. A snack for a break and warm lunch is included in the Toddler, Playgroup, and Kindergarten fees.

### SCHOOL BUS

School transport is available from most neighborhoods surrounding Nairobi. We will do our best to provide transportation to your location. Charges are per term and based on zoned routes by campus.

Zone C: two ways Kshs 31,850/ and one-way Kshs 19,110/

Zone B: two ways Kshs 27,925/ and one-way Kshs 16,755/

Zone A: two ways Kshs 24,000/ and one-way Kshs 14,400/

The daily charge is Ksh 500 per trip for parents who call in to request the administrators to allow their children to use the bus. Requests/confirmations for school transport should be made with the office at the beginning of each term.

## WITHDRAWALS

A NOTICE PERIOD OF **ONE TERM** IS REQUIRED FOR WITHDRAWALS FROM THE SCHOOL.

If one term's notice to withdraw from the school is not given, one term's fee is payable to the school in lieu of notice, with forfeiture of the refundable security deposit.

## PAYMENT INFORMATION

All fees and payments can be made to either:

#### Bank Transfer or Deposits to:

NCBA Bank Ltd, Karen Branch  
A/c Name: Nairobi Waldorf School Trust  
Kshs A/c No. 1002689231  
Bank Code: 07000  
Branch Code: 119  
Swift Code: CBAFKENX

#### MPesa Paybill to:

Business Number 488700  
Account Number – WST space then narration  
e.g., WST Fees Jenny  
The word WST is a must

For M-Pesa payments, you will receive an M-Pesa reference number. Please remit the reference number to [accounts@nairobiwaldorfschool.ac.ke](mailto:accounts@nairobiwaldorfschool.ac.ke) to enable us to update your statement.

## PAYMENT DISCOUNTS

You can take advantage of the early bird and/or sibling discounts on school fees as follows:

- a) **2.5%** discount on school fees **paid in full two weeks** before the first day of school
- b) **5%** discount on annual school fees **paid in full** before the first day of school
- c) **10%** sibling discount on school fees for additional (younger) children

## PAYMENT OPTIONS, DEADLINES, AND LATE PAYMENTS

1. Full school fees and other related fees (bus fees and other fees billed ahead of or during a term) must be received no later than the first Friday of the school of any given term.

- a) A late payment fee of Kshs 5,000/ per child is charged for any outstanding fees past the first Friday of the school term. Outstanding fees include all costs related to a child and are not limited to school fees only.
- b) The total balance on the child's fee account, including the Kshs 5,000/ late payment fee, must be settled no later than the Friday of the second week of school.
- c) Failing to provide payment, the child will be asked to remain at home as the third week of school commences. Parents will receive one e-mail, one letter in hard copy, and one phone call alerting them to the final late payment deadline. Parents must pay all of the fees on time regardless of whether these alerts have been received or not. Please ensure that contact information is correct, including up-to-date phone numbers and e-mails.

### **\*\* PLEASE NOTE \*\***

On direct deposits or electronic fund transfers, school fees are considered unpaid until the parent provides proof of payment to the Nairobi Waldorf School Trust in adherence to the above-stated deadlines.

The Nairobi Waldorf School Trust does not accept post-dated checks.

Payments in kind or other such services cannot substitute the payment of school fees.

### 2. Per Term Payment Plans

- a) Requests for a payment plan must be made at least two weeks before the first day of the new term.
- b) Once a request has been made, the school finance team will respond with an application for a payment plan.
- c) An administration fee of Kshs 5,000/ per child is charged with the submission of a complete application to the school.
- d) The school finance team will respond via e-mail within five working days as to the status of your application.
- e) Term fees will be accepted in a maximum of 3 (three) installments. All fees must be cleared by the end of the term.
- f) The School will not send reminders for payment deadlines. It is the responsibility of the parents to provide proof of payment for any of the three payments to the school and do so in advance of or on the payment deadline. Parents will receive a confirmation of payment from the school accountant.

### **\*\*PLEASE NOTE\*\***

Should any payment deadlines be missed, the delayed payment option will be canceled, and all fees shall be due immediately. Failing to provide the full payment will lead to the child not being admitted to class.

Parents missing a payment deadline will no longer be eligible for a delayed payment option for the remainder of the school year. Should the failure to meet a payment deadline occur in term III, the parent is not eligible for a delayed payment option for the entire next school year.

3. Regardless of the payment option selected by the family, all fees must be cleared by the end of the term. Failure to do so will exclude your child(ren) from school as the new term or academic year commences.

Fees are payable to the Nairobi Waldorf School Trust.