

## **SECTION 1: GENERAL**

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### **1. Financial Contractual Period**

All financial contractual arrangements are enforced for an academic term of ten weeks and an academic year of four terms. These arrangements shall be enforced by the procedures stated here until further notification of any revision.

### **2. Enrollment**

Enrollment is on a first-come-first-served basis. A child enrolled in the Kindergarten for the academic year is deemed to have enrolled for the minimum duration of the entire year ending on the last day of the fourth term. All financial policies are to cover the child's education within the academic year currently enrolled in.

### **3. Goods and Services Tax**

The Kindergarten is a GST-registered education institution. Prevailing GST levied on all financial transactions with the Kindergarten is charged to the payees.

### **4. Payment by GIRO**

All charges for GIRO transactions for payment of school fees shall be absorbed by the Kindergarten.

### **5. Payment by Cheque**

Crossed account payee cheques should be made out to ***St. James' Church Kindergarten.***

### **6. Receipts**

All payment made to the Kindergarten shall be acknowledged by a receipt.