



# Maputo International School

*República de Moçambique*

*Ministério da Educação e Desenvolvimento Humano*

Dear Parents & Guardians,

As we all know, MIS relies solely on tuitions and fees from its students to stay in business. To this end, and to allow for the introduction of improvements at MIS, tuition fees and other fees were increased this year, unfortunately resulting in an additional financial effort requested from parents and guardians. At the same time, as it has been widely communicated by MIS, the School is updating the registries of all its students, having requested the mandatory completion of a form, with the aim of improving, among other things, communication with parents and guardians (by the update of contact details) and the School's financial control system – a necessary step to minimize, whenever possible, additional costs for parents and guardians in the future.

Nevertheless, these goals can only be achieved with the collaboration of all parents and guardians of the 638 students enrolled in MIS in 2017, as well as with the prompt payment of the tuitions and fees set for each student's attendance. Unfortunately, despite the efforts made by MIS in this regard during the first three months of this school year:

- **17% of the students have not yet submitted their completed form;**
- **9% of students have not yet paid tuitions and fees due for the 1st Period.**

This situation greatly affects the School's ability to function properly, as well as being deeply unfair to all parents and guardians who have collaborated with MIS and who have fulfilled their financial obligations. Among others, with the increase in tuition fees, it will be possible for MIS to underwrite a comprehensive insurance coverage for accidents and illness during school activities for all its students, which will be in effect from the beginning of Term 2 onwards. However, the lack of timely payment of tuitions and fees by parents and guardians seriously undermines this purpose and leaves all students at risk, not just the defaulters.

To this end, the School Management decided to remind all parents and guardians of the following, in accordance with the Administrative Rules and School Regulations in force:

- **All parents and guardians must submit, without exception, one form per student, duly completed;**
- **Tuition fees and other fees for each of the three (3) school periods ("Terms") during the school year must be paid up to 10 (ten) days after the beginning of the respective school term, or another deadline that, at the request of parents and guardians, duly substantiated, the MIS Management has mutually agreed with;**
- **Parents and guardians are also responsible for the payment of the additional bank cost incurred with the selected payment option (payments by check, deposit or wire transfer (with costs to the account of the sender) to the MIS bank account are exempt from this additional charge);**
- **A penalty fee of 3,500 MT will be charged for each period, partial or complete, of 30 (thirty)**

- **days of late payment until all amounts due to MIS are actually settled and the payment slips are delivered to the School's Finance Office.**

In view of the current situation of continuous non-compliance, the School Management, after consulting the School Council and in respect and compliance with MIS's statutes, approved the following additional measures, which will become an integral part of the School Regulations and Administrative Rules:

- **With immediate effect, not to deliver *Report Cards*, nor any other relevant information regarding the attendance of the School, to students whose tuitions and fees, or any other amount due to MIS, is in arrears, or who have not delivered the proof of payment or submitted the form duly completed to the School's Main Office;**
- **Prevent class attendance for all students who have payments in arrears for more than 30 (thirty) days or who have not delivered the proof of payment or submitted the form duly completed to the School's Finance Office, effective as of May 8;**
- **Publicise, at the MIS premises and in the school's communications, whenever the School Management understands as appropriate, the list of students / parents and guardians whose payments have been overdue for more than 30 (thirty) days or have not yet delivered the proof of payment to the School's Main Office, with effect from the 8th of May.**

Consequently, all students who, until the beginning of the 2nd Term, have not (i) paid in full the tuitions and other fees related to the 1st Term, including any applicable penalty fees and bank charges, (ii) delivered to the School's Finance Office the respective proof of payment or (iii) delivered the duly completed form to the main office, will be prevented from attending classes until such situation is suitably corrected.

In such cases, students will be referred to the School's Main Office where they can contact their parents and guardians, whenever the School is in possession of the respective contacts, and will wait at the MIS premises until they are duly collected by the parents and guardians.

The School Management sincerely hopes that these situations will be returned to normal as soon as possible so that we can dedicate our efforts to the continuous improvement of our School for the benefit of our students.

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The School Management.