Fee Plan

FEE PLAN APPLICATION FORM

APPLICANT INFORMATION

(Please provide all the required information and sign the form)

Full Name per ID (Mr. / Mrs. / Miss):			
I.D. Number:	PIN Number:	Mobile Number:	
Current Residential address:		How long resident?	Owned (Y/N)
City	Estate/Suburb	☐ Rent ☐ Mortgage	Amount
Street	P.O. Box	Postal Code	
Current employer:		Personal Email:	
Employment Status physical address:		Employer Status:	
Position:	How long worked?	Monthly income:	
Phone:	P O Box	Work E-mail:	

GUARANTOR INFORMATION

(Please provide all the required information and sign the form indicating relationship to applicant)

Full Name per ID (Mr. / Mrs. / Miss):			
I.D. Number:	PIN Number:	Mobile Number:	
Current Residential address:		How long resident?	Owned (Y/N)
City	Estate/Suburb	☐ Rent ☐ Mortgage	Amount
Street	P.O. Box	Postal Code	
Current employer:		Personal Email:	
Employment physical address:		Employer Status:	
Phone:	How long worked?	Monthly income:	
Work E-mail:		Relation to applicant:	

BANK INFORMATION

(Bank from which payments will be made from.)

Account Name	
Name of Bank	Branch Name
Account Number	Account Type

Preferred Payment Type (*subject to Fee Plan's acceptance*):
Standing Order Direct Debit Salary Deduction Other

STUDENT INFORMATION

Full Name of Student		
Full Name of School:		
Date of Joining	Admission Number:	Year/ Class
Fees payable per Term:	Fees payable per Year:	
Amount Requested in KSH:	**Term Plan………… Year Plan…………………**	

STUDENT INFORMATION

(Please use a separate form for additional students.)

Full Name of Student		
Full Name of School:		
Date of Joining	Admission Number:	Year/ Class
Fees payable per Term:	Fees payable per Year:	
Amount Requested in KSH:	**Term Plan………… Year Plan…………………**	

REFERENCES

(Please provide two referees)

Name:	**Email Address**	**Mobile Number:**
1.		
2.		

Please read and sign your acknowledgement on the Terms and Conditions attached.

Fee Plan

TERMS AND CONDITIONS

1. Applications:
    1.1. This agreement only applies to school fees payable by you in respect of the term or year stated on the application form and evidenced by an invoice from the nominated school for the child for that term or year. FEE PLAN LIMITED does not pay for school fees that are in arrears. A new application must be made for each new term or year.
    1.2. FEE PLAN LIMITED in its absolute discretion reserves the right to accept or reject an application or cancel an application at any time without prior warning or explanation.
    1.3. If your residential address, telephone number or employment details subsequently change you are obliged to inform FEE PLAN LIMITED in writing.
    1.4. An application can only be considered where at least one of the applicants is gainfully employed in a full-time occupation or is carrying on a business on a full-time basis.
    1.5. Where an application is accepted FEE PLAN LIMITED shall write out the amount only in the name of the nominated SCHOOL.
2. Fees:
    2.1. Upon approval you shall be required to pay a nonrefundable upfront fee that includes an administration and insurance cost before disbursement of the fees amount.
    2.2. Service fee is payable on a facility on a monthly reducing balance per the advised percentage for the instalment plan.
    2.3. The applicable service fee shall be included in the monthly installment amounts for the school fees amount disbursed. Service fee on a facility is payable in full for any given month if the facility is settled before the end of that month.
3. Installments:
    3.1. You shall abide by the installment amounts as calculated by FEE PLAN LIMITED and the amounts shall not be varied by you whatsoever.
    3.2. You shall make the required payment arrangements to ensure that the installment amount is received by the due date without any default. FEE PLAN LIMITED takes no responsibility for errors made by your financial institution in processing your monthly payment or installment.
    3.3. Any installment or part thereof delayed for more than 7 days from its payment date shall accrue a daily fee of Kshs 500 or 2% of the outstanding instalment amount, whichever is higher.
    3.4. Any facility whose instalment amount or part thereof remains unpaid by the next instalment due date the facility shall be deemed in default and the entire facility shall become payable immediately.
    3.5. A late penal charge of 10% shall be applied immediately on the entire amount and every 30 days thereafter until payment in full.
    3.6. FEE PLAN LIMITED will be relieved of any obligation to pay the school fees until all outstanding payments are brought up to date.
4. Right to Recover:
    4.1. FEE PLAN LIMITED reserves the right to recover any outstanding installment amount which you may fail to pay.
    4.2. FEE PLAN LIMITED will at its own discretion levy additional charges for debt collection.
5. Eligibility:
    5.1. Applications are only eligible to individuals resident in Kenya and whose income is in country, have credit history in Kenya and who are ongoing parents in the nominated school.
6. Assignment and Disclosure of Information:
    6.1. It may be necessary to contact your school for the purpose of assessing your application and as the need may arise during the term of this agreement.
    6.2. Payment information on FEE PLAN facilities is subject to reporting to Credit Reference Bureaus.
    6.3. In addition, FEE PLAN LIMITED may, for purposes of debt recovery enforcement, tracing or investigation or debt assignment disclose your information and repayment history to your references, the school, legal counsel, debt collection agency, or any organization FEE PLAN LIMITED is associated with.
7. Event of Default:
    7.1. An event of default is considered to have automatically occurred where an installment payment is not effected by the next instalment due date or, in the case of a dishonored cheque, the cheque remains unpaid for a period of seven (7) days from its banking date.
    7.2. In such event you acknowledge that FEE PLAN LIMITED can take whatever remedial action it deems appropriate including levying of penal charges, notifying the relevant school for withdrawal of services, reporting the default to a Credit Reference Bureau, and enforcing Debt Recovery Procedures including Criminal Prosecution in the case of a returned cheque. Such action shall be taken at your own cost and risk and you acknowledge that it may result in your denial of services by the school, existing or potential credit providers and possible Criminal and or Civil proceedings as provided for under the law.

STATEMENT AND DECLARATIONS:

(This application cannot be processed unless names and signatures of the applicant, guarantor and witness are provided as required.)

We declare that we have read and fully understood FEE PLAN LIMITED's terms and conditions of service as set out above or as may be amended from time to time and agree to abide by them at all times. We authorize FEE PLAN LIMITED to conduct reference checks with the stated referees, nominated SCHOOL and or a Credit Reference Bureau. We understand that this application will only be approved subject to FEE PLAN LIMITED undertaking a satisfactory assessment. We hereby agree that we shall be jointly and severally liable for both the payment of all amounts due under this application and the taking of any actions required under this application.

Name of Applicant	Signature:	Date:
Applicant		
Guarantor		
Witness		