

Saffimah Northfield Academy

Daisy drive, Kuchikau phase 2. Near Sino block industry and 1 km away from Birmingham University

08035967050 | info@saffimah.com



Late Payment of Fees Policy

We love caring for children and supporting their development. However, it is our chosen career and business. Like you, we too have bills and expenses to meet each month and therefore require a regular income. We would be grateful if you could ensure that you are prompt in paying your invoice (2 weeks before the beginning of each term).

Payments can be made in cash or directly into our bank account (details will be given).

If we have not received payment by the due date, we will issue you with a polite reminder. If we have still **not** received payment by the 1st day of the term, we deserve the right to make an additional charge of per day, that is, a 'Late payment Fee'.

After **two weeks of resumption**, and we still have not received payment (including late payment charge) we reserve the right to withdraw your child with immediate effect.

If you have had a change in personal circumstances and are now struggling to make payments, please let us know so we can make suitable arrangements. We understand that sometimes, situations may arise beyond your control.

Sign/Date: _____

Parent of: _____