



# ST. PAUL THOMAS ACADEMY

P. O. Box 33421 - 00600, Nairobi, Kenya  
Tel: +254 20 503 8097, +254 700 372 353,  
Email: admissions@stpaulthomasacademy.co.ke | Web: www.stpaulthomasacademy.co.ke

## **ELIGIBILITY FORM**

*ELIGIBILITY FORM REF SPTA/EF/2023*

St. Paul Thomas Academy requires the following documents to be submitted to the school in support of a learner's application.

### **ADMISSION POLICY**

- Selective Admission Policy.
- The St. Paul Thomas Academy is highly Academically - Oriented without being highly selective.
- The criterion for acceptance in a Grade is academic attainment. In general, any student willing to learn is accepted.

### **APPLICANT'S REQUIRED DOCUMENTS**

1. Completed St. Paul Thomas Academy Application Form *SEE DOCUMENT REF. SPTA/AF*).
2. Recent report form (Please supply us with the original; a copy of the original will be kept by the school).
3. Birth certificate in English (Please first supply us with the original; a copy of the original will be kept by the school).
  - 3.1. For Foreigners, Valid passport (Please first supply us with the original; a copy of the original will be kept by the school).
4. Four passport size photographs.
5. Leaving Certificate in English (The original will be kept by the school) to be submitted before the start of school.
  - 5.1. Recommendation letter from your previous school head.
  - 5.2. End-of-year report in English (Please first supply us with the original; a copy of the original will be kept by the school) to be submitted before the start of school.
6. Completed school Medical Record Form. (*SEE DOCUMENT REF. SPTA/MRF*).
7. Parent/Guardians should fill out the Pick-Up and Drop-Off Authorization form. (*SEE DOCUMENT REF. SPTA/PAF*).
8. Fee Payment Commitment form. (*SEE DOCUMENT REF. SPTA/FCF*).

All items listed above (Excluding the Leaving Certificate) are to be submitted to the school before/on the day of the applicant's scheduled placement interview/test.

The school cannot give feedback on a placement interview/test before it is in receipt of the above items.

Once an applicant has been issued with a letter of acceptance, the applicant must then request the issuance of a Leaving Certificate from their current/most recent school. The Leaving Certificate must be submitted to St. Paul Thomas Academy before the learner can begin classes.

# ANNUAL FEES STRUCTURE

CLASS	TERM 1	TERM 2	TERM 3
GRADE 4	KES 64,200	KES 64,200	KES 64,200
GRADE 5	KES 68,400	KES 68,400	KES 68,400
GRADE 6	KES 68,400	KES 68,400	KES 68,400
CLASS 8	KES 85,200	KES 85,200	KES 85,200

## **NB:**

1. Non - refundable commitment fee of **Ksh.20,000** which is part of School fees.
2. Extra charges for new admission in every class - **Ksh.30,000** together with the terms fees to cater for Uniform, Beddings and Textbooks.
3. For all new admissions payment must be with a Bankers Cheque payable to **St. Paul Thomas Academy. (Payment of fees by cash, personal cheques and post dated cheques is not acceptable).**
4. Money paid is not refundable or transferable to another account.
5. The school offers sibling discount of 7.5% on **tuition fee**. (Siblings will be eligible for a discount only for the period when they are in school concurrently. A parent should submit copies of their National IDs and the learners Birth Certificates to the Finance Office.).
6. Payment should be made to:

<b>ST. PAUL THOMAS ACADEMY ACCOUNT DETAILS</b>				
<b>BANK DEPOSIT</b>		<b>OR</b>	<b>MPESA</b>	
Bank Name	<b>Equity Bank (K) Ltd.</b>		MPESA Paybill Number	<b>247247</b>
Account Name	<b>St Paul Thomas Academy</b>		Account Number	<b>254651#ADM NO.</b>
Account Number	<b>0010101203519</b>			
Branch	<b>Corporate</b>			

7. For accounts clarification send an email to: **finance.enquiries@stpaulthomasacademy.co.ke**

## **☐ APPLICATION FORMS CHECKLIST:**

- |   |                                   |                                       |
|---|-----------------------------------|---------------------------------------|
| 1. Application for Admission Form ( <i>DOCUMENT REF. SPTA/AF</i> )  | <input type="checkbox"/> PROVIDED | <input type="checkbox"/> NOT PROVIDED |
| 2. St. Paul Thomas Academy Medical Record Form ( <i>DOCUMENT REF. SPTA/MRF</i> )                              | <input type="checkbox"/> PROVIDED | <input type="checkbox"/> NOT PROVIDED |
| 3. Fee Commitment ( <i>DOCUMENT REF. SPTA/FCF</i> )   | <input type="checkbox"/> PROVIDED | <input type="checkbox"/> NOT PROVIDED |
| 4. Pick-Up and Drop-Off Authorisation form ( <i>DOCUMENT REF. SPTA/PD</i> )                                   | <input type="checkbox"/> PROVIDED | <input type="checkbox"/> NOT PROVIDED |
| 5. Student Consent Form ( <i>DOCUMENT REF. SPTA/CF</i> )  | <input type="checkbox"/> PROVIDED | <input type="checkbox"/> NOT PROVIDED |
| 6. Copies of IDs for all adults (including parents) listed on the Pioneer Pick-Up and Drop-Off Authorisation. |                                   |                                       |

On behalf of Management of St. Paul Thomas Academy, we would like to welcome you to St. Paul Thomas Academy.

For any enquiries: Visit our Finance Office in Nairobi for more details, or

Email us on: [finance.enquiries@stpaulthomasacademy.co.ke](mailto:finance.enquiries@stpaulthomasacademy.co.ke)

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