A guide for school owners

What EaseAcademia does, how a school runs on it, and exactly how the price is worked out.

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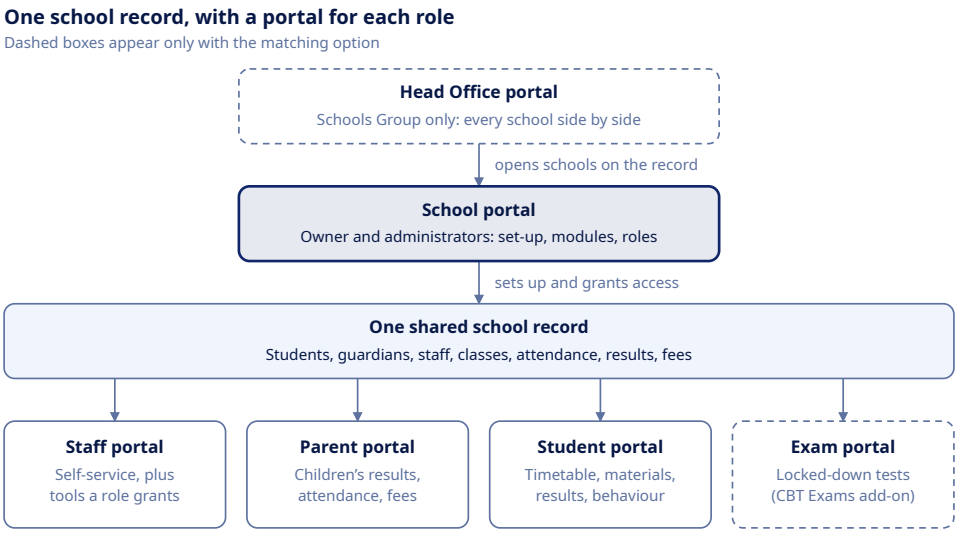
At a glance

EaseAcademia runs a whole school from one online system: records, teaching, results, fees, staff, boarding and communication with families. You pay only for what you actually run, from ₦300.00 per student per month, out of a prepaid credit balance.

- **Who it is for:** proprietors, principals and head teachers of nursery, primary and secondary schools, and owners of more than one school.
- **What it replaces:** paper registers, spreadsheets of scores, hand-written report cards, fee ledgers, message broadcasts, and separate tools for the library, hostel, store and clinic.
- **Who uses it:** your administrators, every member of staff, every parent and every student each get their own sign-in and see only what their role allows.
- **How you pay:** no set-up fee and no annual contract. You top up credit, and the system charges a small amount each day for the students, staff and modules you actually have.

How it works

Everything sits on one shared school record. Each person signs in to the portal for their role, and the school decides what each role may see and do. It runs in a web browser, so there is nothing to install.



How the portals fit together: one shared record, a portal for each role.

The School portal is where the school is set up and access is granted. Every other portal reads from and writes to the same record, so a score entered by a teacher is the score a parent sees once results are published.

The portals

Portal	Who uses it	What they do there
School portal	Owner, principal, administrators, bursary, HR	Set up the school year, classes and subjects; admit and manage students; switch modules on; create roles and decide who does what; see school-wide dashboards and reports
Staff portal	Every employee: teachers, bursars, nurses, librarians, wardens, admin staff	Personal self-service (timetable, leave, payslips and letters, messages) plus the school tools their role is given, such as the gradebook for a teacher or the clinic for a nurse
Parent portal	Parents and guardians	One sign-in for all their children: attendance, published results, fee balances, online payment and receipts, announcements, and the school store where the school runs one
Student portal	Every enrolled student	Timetable, subjects and learning materials, assignments, results, attendance record, behaviour points and achievements, library loans where enabled
Exam portal	Students sitting a CBT exam	A separate, locked-down screen for computer-based tests, with timers kept by the server and invigilator check-in (CBT Exams add-on)
Head Office portal	Owners and head-office teams running more than one school	Every member school side by side, shared standards, one group wallet, and on-the-record visits into a school (Schools Group only)

Roles and permissions

- The school builds its own roles from individual actions, for example “enter scores” or “approve results”. A member of staff sees only what their role grants.
- Offices such as Principal, form teacher and subject teacher are assigned per person, and a form or subject teacher is assigned per term.
- The owner of the school is recorded as owner and cannot be locked out by a staff role change.
- An audit trail records every action, including attempts that were refused, with who did it and when.

The school year

The school sets up sessions and terms, classes and class arms, subjects and the timetable. Attendance, scores, fees and reports are all tied to a session and term, so past years stay intact and comparable. At the end of a session, students are promoted to their next class in one step.

A typical term

1. Teachers take attendance each morning, or per lesson, from the staff portal. Parents see it as it is taken.
2. Teachers enter scores in the gradebook, with psychomotor ratings and comments.
3. Scores go through the school’s approval flow, then the school publishes results.

4. Report cards are produced as PDFs. Parents and students see results the moment they are released.
5. If Finance is on, the bursary raises fee invoices in bulk, parents pay online, receipts are issued automatically and every payment lands in the school ledger.
6. Throughout the term, a single at-risk signal combines attendance, behaviour and results, so the school sees early which students need attention.

What it does

The Base Platform covers the core running of a school and is always included. Eight add-on modules cover fees, exams, staff management, boarding, the library, assets, the clinic and a school shop; you switch on only the ones you need.

Included in the Base Platform

- **School records:** students with their guardians, staff with departments, sessions and terms, classes and class arms, subjects, rooms and the timetable. Admissions run from application through to enrolment and class placement.
- **Teaching and results:** daily and per-lesson attendance, assessments, the gradebook, the broadsheet, psychomotor ratings, result approval and publication, report cards and end-of-session promotion.
- **Behaviour and welfare:** behaviour points and rewards, discipline records, and a school-wide at-risk signal built from attendance, behaviour and results.
- **Communication:** announcements, meetings with RSVPs and in-app messaging between staff, parents and students, free and unlimited. Email and SMS are charged per message (see Pricing).
- **Reports and oversight:** live dashboards, reports you can export, and a tamper-evident audit trail of every action.
- **Your school's look:** your logo and colour theme on the portals and the school's public pages.
- **Bringing data in:** spreadsheet imports for students, guardians, staff, classes and more, each with a dry run that shows errors before anything is saved.
- **The portals:** staff, parent and student portals, with no charge per portal or per login.

Add-on modules

Module	What it gives the school	How it is charged
Finance	Fee categories and bulk invoicing; scholarships and discounts applied automatically; online payment by parents straight into the school's own Paystack account, with automatic receipts; daily reminders for overdue fees; debts grouped by age; one ledger and closed accounting periods; refunds	1% of each fee payment collected online through Paystack, and 1% of each payment received by hand and recorded; invoices and refunds are free
CBT Exams	Computer-based tests from encrypted question banks the school owns; papers sealed once scheduled; a separate exam portal with server-kept timers, invigilator check-in and a live control board; seven auto-marked question types; teacher review before scores go into the gradebook	₦200.00 per student per exam subject

Module	What it gives the school	How it is charged
Human Resource Management	Recruitment with a careers page, interviews and offers; leave with balances; training; contracts; performance reviews; disciplinary cases; tracking of staff documents and their expiry dates	₦750.00 per staff/month
Library Management	Catalogue of titles and individual copies; barcode lending and returns; holds; automatic overdue fines; students and staff are already registered as borrowers; usage reports	₦1.50 per copy/month
Inventory Management	Asset register with tag, location, custodian and cost; stock control for consumables; purchasing with approvals; maintenance work orders; depreciation and disposal	₦150.00 per asset/month
Hostel Management	Houses, rooms and beds; bed assignments; nightly roll call; digital exeat (leave) passes with notifications; boarding fees; maintenance, inspections and visitor logs	₦750.00 per boarder/month
Health & Clinic Management	Each student's health record (allergies, conditions, medication, emergency contacts); clinic visits and incidents, with parents notified; medication dispensing; screening campaigns (vision, hearing, dental, BMI); clinic stock with expiry dates	₦500.00 per clinic visit recorded
School Store	An online shop inside the parent and student portals for school products; stock reduced at checkout; low-stock alerts; pickup notifications; payments into the school ledger	1% of each order as it is paid, online or by hand, capped at ₦5,000.00 per order

Owners of more than one school can also form a **Schools Group**, which adds the Head Office portal. It is priced per member school rather than as a module (see Pricing).

Pricing

You buy prepaid credit, and each day the system deducts a small charge for what you actually ran that day. There is no set-up fee, no flat module price and no bundle. Prices are quoted by the month, where a month is 30 days of the daily rate, so the arithmetic is easy to check.

How the charge works

1. **Choose your modules.** The Base Platform, with the school, staff, parent and student portals, is always included. Add-on modules such as Finance or Hostel are switched on only if you want them.
2. **Top up credit.** You pay online by card or bank transfer. The minimum top-up is ₦5,000.00. During sign-up an estimator suggests an amount from your expected number of students and staff and how long you want the credit to last (a term or a year, for example). Credit you buy has no expiry date.
3. **The system counts every morning.** At the start of each day it counts the students on the roll, the staff employed and, if you use those modules, boarders, book copies and assets. It then deducts one day's rate for each.
4. **Some usage is charged per item or per payment.** Emails, SMS, exam sittings and clinic visits are charged per unit, and some come with a free monthly allowance. Fee and store payments are charged as a small share of each payment, taken from the same prepaid credit.

5. **Every charge is explained.** A day-by-day statement in the app shows each count, each rate and each amount.

Because the count is taken daily, your bill follows your roll. A student who joins mid-term is charged from the next day. A student who leaves is charged for the day they leave and nothing after.

Monthly rates

Billed for	Module	Per month	Per day
Active students	Base Platform	₦300.00	₦10.00
Staff accounts	Base Platform	₦450.00	₦15.00
Boarded students	Hostel Management	₦750.00	₦25.00
HR-managed staff	Human Resource Management	₦750.00	₦25.00
Catalogued book copies	Library Management	₦1.50	₦0.05
Tracked assets	Inventory Management	₦150.00	₦5.00

An “active student” is any student enrolled in the current session, including a suspended one. A staff account counts while the person is employed, whether active or on leave. A 31-day month costs one extra day.

Pay-as-you-go usage

Usage	Module	Free each month	Then
Object storage	Base Platform	5	₦10.00 per GB/month
Online fee payments	Finance	—	1% of each online fee payment, capped at ₦5,000.00 per online fee payment
Fee payments recorded by hand	Finance	—	1% of each payment recorded by hand, capped at ₦5,000.00 per payment recorded by hand
Emails sent	Base Platform	500	₦2.00 per email
SMS segments	Base Platform	—	₦10.00 per SMS segment
Clinic visits recorded	Health & Clinic Management	—	₦500.00 per visit
Store payments	School Store	—	1% of each store order, capped at ₦5,000.00 per order
Exam subject sittings	CBT Exams	—	₦200.00 per sitting

Announcements, meetings and in-app messages between staff, parents and students are free and unlimited. Free allowances reset every month and do not roll over. A CBT sitting is charged once when it starts; a student who resumes the same paper is not charged again.

Fee and store payments

Finance and the School Store are not charged per item. Each takes a small share of the money it brings in:

- **Fee payments collected online:** 1% of each payment a parent makes through Paystack.
- **Fee payments received by hand:** 1% of each payment received in cash, by bank transfer, at a POS terminal or by cheque and recorded by the school.
- **Store orders:** 1% of each order as it is paid, whether online or by hand, capped at ₦5,000.00 per order. Part payments count toward the same cap, so paying in instalments never costs more than paying at once.

Invoices and refunds are free, however many the bursary issues. When a family pays for a store order online, Paystack's processing fee is added at checkout and paid by the family, so the school receives the full order amount. A store payment is charged only under the School Store, never a second time under Finance. These charges come out of your prepaid credit like every other charge, and each one is itemised on the daily statement with the value of the payments it was worked out from.

What a month costs: two examples

A day school starting out: 100 students and 10 staff on the Base Platform only.

Billed for	Calculation	Per month
Active students	₦300.00 × 100	₦30,000.00
Staff accounts	₦450.00 × 10	₦4,500.00
Monthly total	**₦1,150.00 a day on the meter**	**₦34,500.00**

A growing school with boarding and HR: 300 students, 25 staff, 80 boarders, with Hostel and HR switched on.

Billed for	Calculation	Per month
Active students	₦300.00 × 300	₦90,000.00
Staff accounts	₦450.00 × 25	₦11,250.00
Boarded students	₦750.00 × 80	₦60,000.00
HR-managed staff	₦750.00 × 25	₦18,750.00
Monthly total	**₦6,000.00 a day on the meter**	**₦180,000.00**

Usage such as SMS is added only where it goes past the free allowance.

More than one school

An owner with several schools can create a Schools Group, which adds a Head Office portal above the schools. Each school keeps paying for its own students, staff and modules. The group pays a per-school fee from its own wallet:

Member schools in the group	Per school per month	Per school per day
A group of one school	Free	Free
2 to 3 member schools	₦30,000.00	₦1,000.00
4 to 10 member schools	₦27,000.00	₦900.00
11 or more member schools	₦24,000.00	₦800.00

Every school in the group is charged the rate for the group's size. The group can also top up once and fund any member school's wallet, by hand or by a standing rule.

Rules worth knowing

- **Add-on modules are committed by the month.** Once you switch an add-on on, it cannot be switched off for 30 days.
- **When credit runs out, access pauses at once.** There is no grace period. Every portal shows a "Subscription paused" notice with a top-up button. Your records are not deleted, and topping up restores everything immediately. A published CBT exam still runs to completion, and the day the school is paused is not charged.
- **You are warned before that happens.** When your balance covers 14 days or fewer, the dashboard flags it, and you are notified with an estimate of the days left.
- **Prices are in Naira (₦) and exclude taxes.** This page always shows the current price list; the app's plans page shows the rates your school is charged.

Getting started

A school can go from sign-up to its first live day in four stages. The sign-up itself is a guided wizard that saves as you go, so you can stop and come back.

Sign-up wizard

1. **School:** the school's name, a short code that appears on its records, and contact details.
2. **Location:** the address printed on invoices, receipts and official documents.
3. **Academics:** the stages you teach (nursery, primary, secondary), day, boarding or both, your admission policy, and whether classes have arms.
4. **Settings:** time zone and the school's base currency.
5. **Plan:** choose any add-on modules, enter your expected number of students and staff, and see the projected daily cost and a suggested first top-up.
6. **Setup:** after your first top-up is paid, the system builds your school: grades, classes, the calendar and your own staff record, plus starter lists for each module you chose.
7. **Done:** you land in your school's live dashboard.

Nothing inside the school is created until the first payment clears, so an unfinished sign-up costs nothing.

After sign-up

1. **Bring in your people.** Import students, guardians and staff from spreadsheets, then invite each person to their portal.
2. **Configure academics.** Confirm the session and terms, classes, subjects and timetable, and assign roles and offices to staff.
3. **Go live.** Take attendance, issue invoices, publish results and message parents.

The EaseAcademia team will help you plan the move of your existing records.

Security, data and support

Your school owns its data: the school is the data controller and EaseAcademia processes it on the school's behalf. Personal information is never sold, and children's data is never used for advertising or profiling.

How data is protected

- **Encryption:** all traffic is encrypted, and the database and files are encrypted at rest. Sensitive notes (safeguarding, discipline, medical, HR casework, addresses) carry a second layer of encryption field by field.
- **Separation:** each school's data is kept apart from every other school's, and under no circumstances, co-mingled.
- **Sign-in:** passwords are stored only as secure hashes, accounts lock after repeated failed attempts, sessions expire quickly, and password-reset links expire after one hour.
- **Two-factor sign-in:** under School settings, Security, you can require every member of staff to use an authenticator app, with a grace period of up to thirty days; new staff get the same period from the day they join. Once it runs out, only the setup screen opens for them, and they cannot switch it off while you require it. If someone loses their phone and recovery codes, the school can reset it with a stated reason, though only you can reset an administrator and nobody in the school can reset yours. Every reset is emailed to the person and recorded in the audit trail. There is no text-message or email code, and pupils sign in without a second factor.
- **Access:** everything is refused unless a role allows it, and a role can be limited to particular classes or departments.
- **Audit trail:** every action is recorded, including refused attempts, in a sealed record the school can search and export.
- **Support access:** an EaseAcademia support session inside your school is read-only, needs a stated reason and a fresh two-factor check, ends on its own within an hour, and is recorded in the platform's audit trail.
- **Payments:** card details are handled by Paystack and are not stored on EaseAcademia's servers.

Service providers are named in the data processing addendum: AWS (hosting, database, files and email), Brevo (SMS) and Paystack (payments). The terms are governed by Nigerian law, including the Nigeria Data Protection Act 2023.

If you pause or leave

- If credit runs out, access pauses but all records are kept.

- Reports, lists and the audit trail can be exported to CSV at any time. A full copy of the school's data is available on request through support.
- If you leave, the school chooses whether its data is returned or deleted, within a reasonable period, as set out in the data processing addendum.

Getting help

- **In the app:** "Report a problem" is available on every screen, and each request shows its status in your support history.
- **By email:** support@easeacademia.com for help, sales@easeacademia.com for demos and pricing. Most enquiries are answered within one business day.
- **Language:** the app is available in English and French (French is in beta).

There is no published uptime guarantee (SLA) at present.

Frequently asked questions

Is there a set-up fee or a contract?

No. There is no set-up fee, no subscription term, no renewal and no cancellation fee. The only commitment is that an add-on module stays on for 30 days once switched on.

Do we pay for every parent and student login?

No. You pay per active student and per staff account. Parent and student portal logins carry no extra charge.

What if our enrolment drops mid-term?

The bill drops from the next day. A student, staff member or boarder who leaves stops counting the day after they leave.

Can we switch a module off?

Yes, once its 30-day commitment has passed. The app shows the date each module becomes switchable.

What happens if our credit runs out?

You are warned first, when about 14 days of credit remain. If the balance still reaches zero, access pauses, nothing is deleted, and topping up restores everything at once.

Does unused credit expire?

Credit you buy has no expiry date. Refunds of unused credit are not covered by the current terms, so ask the EaseAcademia team before buying a large amount.

How do parents pay fees?

Parents pay online through Paystack, straight into the school's own Paystack account, and receive a receipt automatically. Each payment is recorded in the school ledger. Paystack's own transaction fees apply. EaseAcademia's charge of 1% on each online payment is taken from your prepaid credit, not from the payment itself.

Can we bring in our existing records?

Yes. Students, guardians, staff and other lists are imported from spreadsheets, with a dry run that shows errors before anything is saved. The team will help you plan the move.

We run more than one school. Do we need separate accounts?

Each school has its own account and wallet. A Schools Group joins them under one Head Office portal, priced per member school.

Do we need special equipment?

No. The system runs in a web browser on a computer, tablet or phone; there is no app to install. CBT exams need a computer or device for each student sitting.

Can we bill fees in a currency other than Naira?

Yes. Each school sets its own base currency, and Finance keeps a separate ledger per currency. The EaseAcademia subscription itself is priced in Naira.

Can we use our own web address?

Not at present. Your logo and colours appear on the portals and public pages, but on EaseAcademia's web address.
