



2017/2018 School Fees Policy

It is the policy of the Board of Directors to ensure all fees are paid promptly and in full. This policy clearly describes the processes for billing and collection of all school fees.

- **Methods of payment are clearly stated on each invoice.**
- **Fees are paid in Egyptian pounds.**

Application/Assessment Fee

This fee is payable on application for a place at the school. If the application is for a place in Early Years, the payment should be made at the time of the meeting with the Early Years Teacher, if not before. For Reception class upwards, the assessment fee is payable on or before the date of the pupil's pre-entry assessment.

Registration Fee

The registration fee is payable for a period of continuous education and is non-refundable. A child leaving and re-entering the school must pay the registration fee again and cannot be guaranteed a place if term fees have not been paid during the period of absence. If a place in the school is available, this will be offered to the child. **The place can only be guaranteed after the registration fee has been paid.** If a place is not available in the relevant year group, the child's name is placed on a waiting list. If the registration fee is then paid, they will be guaranteed the next place which becomes available.

Application and registration fees are not refundable or transferable, without exception.

Annual Tuition Fees

Tuition fees may be paid annually or in instalments, see invoice for options. Fees must be paid **on or before** the due date, which is clearly stated on the invoice. Individual reminders are only issued on request.

Invoices will be issued annually for current pupils, during the summer term, for the next academic year.

Invoices for new pupils will be issued when a start date is confirmed, and must be paid on or before the due date on the invoice. The first instalment must be paid in full before a child starts school for the first time.

New pupils starting at any time in the first half of a term will pay the full term's fee for that term; those starting in the second half term will pay 50% of that term's fee.

Discounts are available for families and also for full payment of annual fees in advance; see your invoice or the School Fees information sheet for full details. Please note that late payments will cancel any discounts.

Refunds

Tuition Fees are not transferable. At the board's discretion, refunds may be granted in some circumstances. According to ministerial declaration 420 dated 9/9/2014, article 32:

(1) If the transfer of the pupil from the school is before the start of the school year, the first instalment will be refundable after deduction of 10% of the value.

(2) If the transfer of the pupil from the school is after the start of a term, the instalment for that term will not be refundable. In case of full payment, the full value of the instalment(s) will be deducted from the total paid and the rest will be refundable.

If the transfer of the pupil from the school is after the beginning of the final term, no school fees will be refunded. If a pupil is excluded from the school for any reason, school fees will not be refunded.

Unpaid Fees or Late Fees

If the option to pay three instalments is chosen, no administration fee or discount will be added. However, from September, if an instalment becomes overdue by more than 15 days after the due date, the account will automatically be changed to monthly payments and an administrative charge of 10% will be added to the balance. If, after 30 days from due date, a payment is still outstanding, the matter will be referred to the Board to determine any further action to be taken.

If there is an outstanding balance at the end of the school year, your child may not receive exam results, a school report or transfer documents (if moving to another school), until all overdue payments have been settled in full.

The following charges are not included in the school fees:

- **Text books and workbooks** (a separate invoice will be issued for these books before the end of the school year. Your child will not receive the relevant books if this invoice is not paid).
- **Any 1:1 support fees** which you must pay separately if the school deems this necessary for your child.
- **School trips, after school activities, transport, uniform and examination fees (secondary).**
 - At the time of writing, school transport is not available.
 - Uniform can be purchased from Pinocchio store in El Mercato Mall.
 - Secondary examination fees are set by the Egyptian Ministry of Education and the British Council.