

Tuition Fees Payment Policy

Lusaka International Community School
242A Kakola Road, Roma
P.O. Box 30528, Lusaka, Zambia



Tel: +260 211 290 626 / 292 447 Fax: +260 211 290 048
E-Mail: info@lics.sch.zm
Website: www.LICS.sch.zm

1. Payment must be made in US Dollars (USD) or Zambian Kwacha (ZMK). Payments in ZMK will be calculated based on the FNB's selling rate on the date payment is received.
2. Cheque payment:
If paying by a cheque, please make your cheque payable to:
Lusaka International Community School (LICS)
Please add an additional 20 USD for local transfers, 50 USD for foreign transfers and 60 USD for foreign cheques to the amount to be paid to cover bank charges.
If a cheque is drawn from a bank within Zambia there are no charges for such cheques.

3. If paying by bank transfer, please make transfers to:

First National Bank Zambia Limited
Commercial Suite
Corner of Great East and Thabo Mbeki Road
Lusaka
Account Name: Lusaka International Community School
Account Number USD: 0062254587838
Account Number ZMK: 0062251228914
SWIFT Address: FIRNZMLX
Branch Code: 260001
Please ensure that the text "School fees for First name / Name / Grade" appears on the transfer

All bank charges (your bank and the school's charges) relating to the transfer will be paid by yourself.

Please provide a copy of the transfer confirmation/advice to LICS. You also can send a copy of the transfer as a PDF file to info@lics.sch.zm

4. Any parent wishing to pay fees in cash has to do this at FNB Arcades (no cash payments at school allowed). The school will issue you a formal receipt upon confirmation of the receipt into its bank account.
5. Tuition fees are **due in full by the date specified on the invoice** or as defined in the payment plan. There will be a 2% late fee charged per each month onwards from the due date until full payment is made.
6. Tuition fees not paid by the due date will result in the child being required to stay at home and withholding of term reports, records and transcripts until full payment is made.
7. If you have paid your fees in advance, no payment is required on the invoice/fee note subject to there being no change of fees. Advance payments for the whole academic year (paid in full by the due date of Term1 indicated on the invoice) will attract a discount of 5%.
8. Parents who are unable to pay the full term's tuition fees on the defined due date, have to report to LICS **before the due date** and sign a written payment plan/agreement signed by the Business Manager. This payment plan will attract an additional charge of 100 USD per child.
The written payment plan/agreement must be as such, that at least 30% is paid on the due date and the remainder in installments on agreed dates with full clearance being 2 weeks before the term ends.
Registration fees, enrolment fees and book deposits must be paid in full and no payment plan/agreement can be entered into these.
9. Any book not returned or extensively damaged at the end of the academic year (or the time your child is leaving the school) will be deducted at a charge of 25 USD per book. Book deposits will need to be topped-up at the beginning of each academic year for lost or damaged books, which will be added to the invoice. Book deposit refunds will take a minimum of 5 days to process.
10. One Term's notice is required in writing to the Director or Admission Officer of your intention to depart from the school. Failure to do so will result in forfeiture of all deposits made.
11. Late Admission:
When a child is enrolled after the start of the school year/term, tuition will be pro-rated. However, if the child/student is enrolled before the mid term point, then the full tuition fee will apply.
12. Early Withdrawal and Tuition Fee Refund:
The tuition fee is paid per term. If a child attends school at least 50% of the term, the full termly fee will apply and refund will start from next term. This applies only for advance payments beyond one term. However in order to provide a refund, the school must receive written notice of withdrawal three months prior to the date of withdrawal. However if a child attends school for less than 50% of the term, 50% of the termly fee will apply.
13. Withdrawal of child for defined period of time:
A child can be taken out of school max for one term without losing his/her place in the respective class. 50% of the tuition of the defined period has to be paid irrespective of the length of the period.
14. Any breach of the Terms and Conditions stated herein will result in the pupil being required to stay at home until the situation is resolved.
15. Please note that School Management has no discretion to vary/depart from these conditions.

