

# Tuition Fees Payment Policy 2017 - 2018

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 (ZMW). Payments in ZMW will be calculated based on the FNB 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)**  
An additional US\$20 for local transfers and US\$50 for foreign transfers will be charged to cover bank charges.  
Cheques drawn from banks within Zambia attract no additional charges.

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 ZMW: 0062251228914 SWIFT Address: FIRNZMLX Branch Code: 260001 <b>Please ensure that the text "School fees for Name/ Grade/ Account Code" indicated on the invoice appears on the transfer</b>
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All bank charges (your bank and the school's charges) relating to the transfer will be paid by yourself.

**Proof of Payment must be submitted to the LICS accounts office for all payments. Children will be excluded from class for non-payment. The onus rests on parents to submit proof of payment to avoid exclusion.** A copy of the payment transfer, as a PDF file, can be emailed to: [b.manager@lics.sch.zm](mailto:b.manager@lics.sch.zm) or [abursar@lics.sch.zm](mailto:abursar@lics.sch.zm)

3. Any parent wishing to pay fees in cash should do so at FNB Commercial branch (no cash payments will be accepted at school). The school will issue a formal receipt only upon receiving proof of payment from parents.
4. Tuition fees are **due in full by: 31 July 2017 for Term 1; 30 November 2017 for Term 2 and 31 March 2018 for Term 3** or on the 3<sup>rd</sup> (Third) Friday of each month from July 2017 to May 2018 on the monthly payment option. All parents are required to complete the **Payment Election Form** and return it to the Accounts department by **9 June 2017** for returning parents, and on acceptance of a place for new parents.
5. **For all new parents** a term's fees, registration fees, enrolment fees and book deposits are due in full, payable immediately on offer of a place. Thereafter, parents may opt for the termly or monthly payment options for the remainder of the year.
6. Tuition fees not paid by the due date will result in the child being excluded until full payment is made.
7. Advance payments for the whole academic year (paid in full by the due date of 31 July 2017) will attract a discount of 5%.
8. Any school resources not returned or damaged at the end of the academic year or at another exit point, will be charged at US\$40.
9. **Withdrawal:** A full term's notice is required in writing to the Principal of each respective school of your intention to depart from the school. Failure to do so will result in a term's fees being owed in lieu of notice and forfeiture of all deposits made. **However, exceptions may be made on a case by case basis to refund pro rata fees and deposits in cases where the place is immediately taken up by a new student. This can only be done with board approval.** Tuition fees are billed per term. If a child attends school for at least 50% of the term, the full termly fee will apply.
10. **Late Admission**  
When a child is enrolled after the mid-term point (each term), 50% tuition fee will apply.
11. Withdrawal of child for defined period of time  
A child can be taken out of school for a maximum of one term in extreme circumstances. 100% of the tuition of the defined period has to be paid irrespective of the length of the period.
12. Any breach of the Terms and Conditions stated herein will result in the child/ren being excluded from all school activities and services until the situation is resolved to the full satisfaction of the school.
13. Please note that School Management has no discretion to vary/depart from these conditions.

I have read and understood these conditions. NAME: \_\_\_\_\_ (Parent/ Guardian)

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_