



School Fees 2016

The following rates and figures apply to all pupils at the Sentinel Kabitaka School in 2016. These fees are subject to review by the Board of Trustees. The school reserves the right to adjust these fees at any time.

Application fee:

This payment is due at the point that the parents complete a formal application for a place at the school. It is a one-off fee and is non-refundable, unless the school does not offer the child a place for educational reasons. The fee will not be refunded under any circumstances if the information provided by the parent is inaccurate in any way. The fee is applicable for each application.

Registration deposit:

This payment is due at the point that any parent formally accepts an offer of a place for their child at the school. It is only refundable in the extreme case where an offer has been accepted by a parent, but the pupil cannot then enrol due to the fault of the school. The registration payment guarantees a pupil's place at the school and demonstrates the child and their family's commitment to the school. The fee is refundable at the end of the child's time at the school (providing all fees and charges have been settled in advance). If a parent is removing their child from the school register, the school must receive a full term's notice of withdrawal - otherwise, the deposit fee will be forfeited. Furthermore, the deposit will be used by the school as security against any intentional damage to school property by any pupil.

Tuition fee:

This payment relates to the tuition fees to cover the cost of each child's education throughout the year. For FQM employee families, this is payable in monthly instalments, one calendar month in advance and is therefore payable prior to the first of each month from the first month of entry. Your employer will deduct these fees directly. For non-FQM employee families, the fees will be payable on a termly basis by cheque or electronic transfer at the beginning of each term. There will be a standard charge for every month that this payment is late. This charge will continue until the registration deposit is exhausted.

Fees	Junior Phase	Middle Phase	Senior Phase
Application Fee	ZMW 540	ZMW 540	ZMW 540
Registration Deposit	ZMW 1,080	ZMW 1,350	ZMW 1,620
Annual Tuition Fee	ZMW 21,600	ZMW 24,660	ZMW 26,730
Termly Fee	ZMW 7,200	ZMW 8,220	ZMW 8,910

The school fees may be adjusted in the course of the year subject to inflation or specific justifiable economic circumstances.

Costs for residential/international trips, medical costs and exam fees will be charged separately.



Tuition Fee Payment Policy

1. Local payment must be made in Zambian Kwacha (ZMW). Payments in "Foreign Currency" from outside the country will be calculated based on the First National Bank's exchange rate on the date payment is received.
2. Cheque payment:
If paying by a cheque, please make your cheque payable to: **Educore Services Zambia**
Please add an additional 100 ZMW 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.
Important: One Cheque Deposit per child, with child's name as description.
3. Cash Deposit or Bank Transfer, please make payment to:

Account name:	Educore Services Zambia
Bank:	First National Bank
Address:	Manda Hill Branch, Lusaka
Bank code:	260001
Swift code:	FIRNZMLX
Account No:	0062473558644

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 Educore Services (ES). You also can send a copy of the transfer as a PDF file to AdminKabitaka@educoreservices.com and accounts@educoreservices.com.
Important: One Cash Deposit or Bank Transfer per child, with child's name as description.
4. Any parent wishing to pay fees in cash has to do this at any First National Bank (no cash payments at schools allowed). ES will issue you a formal receipt upon confirmation of the receipt into its bank account. Cheques can be deposited at the bank or taken to the school, where a receipt will be issued.
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 Term 1 indicated on the invoice) will attract a discount of 5%.
8. For the third and fourth (and following) child the following discounts will be granted: 5% for the third child, 10% for the fourth child (and following children). These discounts are only applicable when payment of a term fee is paid in full and upfront before the due date. These discounts do not apply to payment plans. The discount awarded relates chronologically to children's enrolment, thus the third and fourth child enrolled, irrespective of school or age will be granted the discount.
9. Parents who are unable to pay the full term's tuition fees on the defined due date, have to report to the Finance Manager before the due date and sign a written payment plan/agreement signed by the Finance Manager. This payment plan will attract an additional charge of 500 ZMW per child.
The written payment plan/agreement must be as such, that at least 40% is paid on the due date and the remainder in instalments 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.
10. 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 100 ZMW per book.
11. One Term's notice is required in writing to the School Head or School Administrator of your intention to depart from the school. Failure to do so will result in forfeiture of all payments made.
12. 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.
13. 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.
14. 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.
15. 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.
16. Please note that ES has no discretion to vary/depart from these conditions.