Terms & Conditions for the Payment of School Fees 2016-2017

Notification of Annual Fees:
The invoice for the annual school fees at the ICS will be issued in the month of January, before the academic year starts in September.

Payment of Annual Fees:
Full tuition fees payment is required by the 1st March 2016 by cash or bank Transfer. Paying by post-dated cheque is the only way to delay your payment but should all be submitted together before the deadline. Post-dated cheques can be dated as March 1st, August 15th and December 15th, 2016. A place in the school in September 2016 will NOT be confirmed until the above payment(s) has or have been received. Unpaid pupils will not be admitted to their classrooms on the first day of the new academic year 2016-2017.

Registration Fees:
A non-refundable registration fee is payable for each child when a place is offered to an applicant. Students returning to the ICS will be waived.

Sibling Discount:
A Discount is awarded to the 3rd and subsequent children from one family attending the ICS. For the third child there is a reduction of 25% on the total annual tuition fee; for the fourth and subsequent children a reduction of 50% on the total annual tuition fee is applied.

Payment for Parts of the Term:
The minimum payment for any period of a term will be 50% of the whole term fees. For any period in excess of six weeks in any one term the fees for the whole term will be payable.

Refunding of Fees:
Fees are non-refundable and non-transferable. The School requires two full term’s written notice of withdrawal. Written notice that a pupil will leave at the end of a term must therefore be received by the Finance Manager before the commencement of the period above. If information about leaving is received after the first day of that term, the school reserves the right to charge two extra term’s fee in lieu of proper notice. This withdrawal policy is applicable in all cases including political and natural force majeure. Any refund is subject to 5% administrative fees.

Non-payment of Fees:
If the parents fail to pay the school fees before the start of the academic year/term, the son or daughter shall not be admitted. If an outstanding balance has occurred during the course of the year, after being so reminded, the son or daughter shall not be retained in the school and his / her termination shall be final and without prejudice to the right of the school to claim the unpaid school fees.

I have read and understand these conditions; furthermore I accept them and agreed to comply with them.

Names of Child/ren admitted into the ICS:
________________________________________________________________________________
________________________________________________________________________________

Name of Parent or Legal Guardian Signed (by Parent or Legal Guardian)________________________
________________________________________________________________________________

Signature________________________________________

Date: ______________________/

Please keep a copy of this completed form for your records and return the original to school.