

## 2024 - 2025 Tuition Fee Schedule

\*All fees are in USD

Payable by All New Applicants	Pre-Primary	Primary	Secondary	A-Level
Assessment Fee	-	50	50	-
Registration Fee	200	200	200	200
Refundable Security Deposit	1,500	1,500	1,500	1,500
Non-Refundable Capital Development Fund	1,750	1,750	1,750	500
<b>Total</b>	<b>3,450</b>	<b>3,500</b>	<b>3,500</b>	<b>2,200</b>

Tuition Fee	Term 1 (45%)	Term 2 (30%)	Term 3 (25%)	Per Annum	Quarterly x 4	Monthly x 11
Early Years (3 days)	1,000	680	570	<b>2,250</b>	560	205
Early Years	1,710	1,140	950	<b>3,800</b>	950	345
Reception	3,488	2,325	1,938	<b>7,750</b>	1,938	705
Primary School	4,842	3,228	2,690	<b>10,760</b>	2,690	978
Secondary School Year 7 - 11	5,445	3,630	3,035	<b>12,100</b>	3,025	1,100
Secondary School A - Level	5,517	3,678	3,065	<b>12,260</b>	3,065	1,114

Please note:

All Tuition Fees are calculated on an annual basis.

There are three terms in the academic year.

Fees are payable by arrangement either annually, termly, quarterly, or monthly.

The fees include all textbooks up to Y11, A-level students have to pay for textbooks.

Residential and International school trips will be charged separately and have to be paid in full before the trip.

Cambridge examination entry fees for Years 6, 9, 11, 12, and 13 are charged separately.

Pre-Primary applicants are only expected to pay USD 500 of the capital development fund on enrolment, the balance of USD 1,250 remains on the student's account and is expected to be paid upon entry into Primary school.

For Early Years Green and Blue classes we offer a flexible schedule of three days a week at a reduced fee rate. Kindly contact our admissions department for more details on this.

The total fee for the initial enrolment in the first year at LICS is worked out using the relevant figures from the above tables as follows:

Registration Fee + Capital Development Fund + Security Deposit + Relevant termly Tuition Fee

Returning LICS students re-enrolling are not required to repay the Capital Development Fund but are required to pay the Registration Fee and Refundable Security Deposit.

For families enrolling more than one child, a 30% discount on the Capital Development Fund shall be given on the second and subsequent child(ren).

## 2024 - 2025 Tuition Fee Payment Policy

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)  
Cheques drawn from banks within Zambia attract no additional charges. Any additional charges for cheques drawn on an international bank will be paid for by the parent/guardian.  
If paying by bank transfer/cash deposit, please make transfers/deposits to the account details provided on the quotation or invoices. All bank charges (your bank and the school's charges) relating to the transfer will be paid by the parent/guardian.  
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 the parent/guardian to submit proof of payment to avoid exclusion. A copy of the payment transfer/deposit slip, 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. **No Cash Payments will be accepted at the School.** Cash has to be deposited directly into the school's bank account.
4. All parents/guardians are required to complete the Payment Election Form and return it to the Accounts department by the 1st Friday in June annually for returning parents/guardians and on acceptance of a place for new parents/guardians.
5. Tuition fees are due in full by:
  - a. Termly payments: the first day of each term
  - b. Monthly payment plan: the 3rd (Third) Friday of each month from July to May.
  - c. Annual payments: 31 July each year
6. Advance payments for the whole academic year (paid in full by the due date of 31st July annually) will attract a discount of 5%.
7. A family who has 3 or more children enrolled at LICS at the same time, will receive a 5% discount on their tuition fees for the third and subsequent child/ren.
8. For all new parents, a non-refundable holding deposit of USD 700 will be payable within 3-5 working days an offer of a place to secure the place offered. This deposit will be offset against the registration fee and capital development fund on full payment of the enrolment fees (term's fees, registration fees, capital development fund, and security deposit). Thereafter, parents may opt for the termly or monthly payment options for the remainder of the year.
9. Tuition fees not paid by the due date will result in the child being excluded until full payment is made. When a student has been excluded from class for a term, the student will forfeit their place and it will be offered to the next student on the waiting list. Once the account has been settled the student will need to reapply.
10. Examination registration for all external examination candidates will only be on receipt of full payment for all tuition fees and examination fees. In this regard, external examination candidates will be required to pay the annual tuition fees in three instalments with the final instalment falling due at the end of March each year.
11. Any school resources not returned or damaged at the end of the academic year or at another exit point will be charged at USD 40. Should the resource cost more than USD 40, it will be charged at the going cost of that resource.
12. Withdrawal: A full term's notice is required in writing to the Admissions Office of your intention to depart from the school. Failure to do so will result in forfeiture of all deposits made. However, exceptions may be made on a case-by-case basis to refund 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.
13. Late Admission  
When a child is enrolled after the mid-term point (each term), 50% tuition fee will apply.
14. Withdrawal of child for a 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.
15. 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.
16. 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