

## 2026 - 2027 Tuition Fee Schedule

\*All fees are quoted in USD for reference.

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)	1,080	715	595	<b>2,390</b>	598	217
Early Years	1,815	1,210	1,010	<b>4,035</b>	1,009	367
Reception	3,645	2,430	2,025	<b>8,100</b>	2,025	736
Primary School	5,200	3,460	2,890	<b>11,550</b>	2,888	1,050
Secondary School Year 7 - 11	5,805	3,870	3,225	<b>12,900</b>	3,225	1,173
Secondary School A-Level	5,895	3,930	3,275	<b>13,100</b>	3,275	1,191

### 1. Initial Enrolment Fees (New Students)

The following fees are payable upon acceptance of a place:

- Registration Fee (non-refundable): USD 200
- Assessment Fee: USD 50 (Primary & Secondary only)
- Refundable Security Deposit: USD 1,500
- Capital Development Fund (non-refundable):
  - USD 1,750 (Pre-Primary, Primary, Secondary)
  - USD 500 (A-Level)
- Relevant termly Tuition Fee

Pre-Primary students are only expected to pay USD 500 of the Capital Development Fund on enrolment. The remaining USD 1,250 remains on the student's account and is payable upon entry into Primary School.

A holding deposit of USD 1,000 is required within 5 working days of an offer to secure a place. This deposit will be offset against the full payment of the enrolment fees outlined above.

Once the enrolment and first term's fees are paid in full, parents may opt for their preferred payment option as indicated in clause 2 for the subsequent terms.

All fees are subject to periodic review and may be revised by the school where necessary.

### 2. Payment Options

Parents may choose one of the following payment plans:

- Annual: Full payment due by 31 July (5% discount applies)
- Termly: Due on the first day of each term

- Quarterly: Due 31 July, 31 October, 31 January, 30 April
- Monthly (11 months): Due on the third Friday of each month (July–May)

All parents must complete a Payment Election Form upon enrolment or by the first Friday in June (for returning families).

### 3. Currency and Payment Methods

- Payments must be made in ZMW in accordance with the Bank of Zambia Currency Directives 2025.
- Fees are quoted in USD for pricing and reference purposes only. Payments are converted using the FNB selling rate on the date of payment.
- Where applicable, the Bank of Zambia ZMW/USD 09:30 hours mid-rate prevailing on the date of payment will be used.

Payment Methods:

- Bank transfer or cash deposit into the school account as detailed on the quotation or invoice.
- No cash payments are accepted on school premises.

Parents/guardians are responsible for all bank charges relating to the payment. Proof of payment must be submitted to the Accounts Office: [financemanager@lics.sch.zm](mailto:financemanager@lics.sch.zm) or [abursar@lics.sch.zm](mailto:abursar@lics.sch.zm).

### 4. Discounts

- Annual Payment Discount: 5% (if paid in full by 31 July).
- Sibling Discount (Capital Development Fund): 30% for the second and subsequent children.
- Large Family Discount: 5% tuition discount for the third and subsequent child enrolled simultaneously.

### 5. Additional Costs

The following are not included in tuition fees:

- Sports programmes
- Residential and international trips
- External examination fees (Years 6, 9, 11, 12, 13)
- Learning devices for Bring Your Own Device (BYOD) policy

All additional costs must be paid in full before participation. Students will only be allowed to attend trips if their school accounts are up to date as per clause 2.

### 6. Technology Requirements for Bring Your Own Device (BYOD) Policy

- Year 4 - 6: Students must bring their own iPad to school daily.
- Year 7 - 13: Students must bring their own laptop to school daily.

Devices must meet school specifications. Devices may be purchased through the school.

### 7. Late Payment and Non-Payment

- Fees must be paid by the selected payment deadlines.
- Failure to meet payment deadlines for two consecutive terms will result in automatic reassignment to the termly payment plan.
- The school reserves the right to suspend attendance (exclusion) where fees remain unpaid.
- 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.
- External examination results will only be released once all outstanding fees are settled.

## 8. Withdrawal Policy

- A full term's written notice to the Admissions Office is required for withdrawal.
- Failure to provide notice will result in forfeiture of all deposits made.
- If a student attends 50% or more of a term, the full term fee is payable.
- Failure to settle an account after withdrawing a student may regrettably result in legal action.

Refunds:

- Security deposits are refundable, subject to clearance of all outstanding fees and return of school property.

## 9. Late Admission

Students joining after the mid-point of a term will be charged 50% of the term's tuition fee.

## 10. Temporary Withdrawal

Students may be withdrawn for a maximum of one term under exceptional circumstances and at the discretion of the school. Full tuition fees remain payable during this period.

## 11. Damaged or Unreturned School Property

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 per item. Higher-value items will be charged at replacement cost.

## 12. Compliance

Failure to comply with these terms may result in restricted access to school services and activities until the matter is resolved.

School Management is not permitted to vary these conditions outside of approved policies.

## 13. Acknowledgement

I have read and understood the LICS Fee Structure and Payment Policy.

Name (Parent/Guardian)

Signature

Date