

Tuition and Fee Schedule for The School Year 2018/2019

NCBIS is an NGO under the jurisdiction of the Heliopolis Society for English-speaking foreigners, and for that reason can only admit students holding foreign nationality or dual citizenship.
The academic year is split into three terms, namely Term One from September to December, Term Two from January to April and Term Three from April to June.

Description	New Students	Existing Students	Charge	Refund Policy & additional info
<u>Application Fees</u>	√		LE 1,560	Non Refundable Payable prior to, or at the time of assessment
<u>Registration Charge (non- education)</u>	√		GBP 6,500	Non Refundable Payable within two weeks of receiving an offer of admission. <u>Unless</u> term started, the full fees have to be paid prior to start date.
<u>Refundable Deposit</u> ^f	√		EGP 30,000	Refundable- on the day the student leaves NCBIS Payable within Forty-Five Days of the date of invoice.
Tuition Fees				
*Tuition Fees- British	√	√		
Nursery			GBP 6,638	Refundable - refer to below 'student withdrawal' item 3 Payable within Forty-Five Days of the date of invoice Three Equal Instalments
R- Y5			GBP 9,718	
Y6			GBP 9,904	
Y7-Y8			GBP 11,412	
Y9			GBP 11,578	
Y10-Y11			GBP 11,784	
Y12-Y13			GBP 12,156	
*Tuition Fees- Dutch	√	√		
G1- G8			GBP 11,596	
Dutch Nursery			GBP 7,371	
<u>Building Fund- Annual Fees</u>	√	√	GBP 312	Refundable - refer to below 'student withdrawal' item 3 Payable within Forty-Five Days of the date of invoice. One Instalment
<u>Bus Fees</u>	√	√		
New Cairo			LE 15,465	Refundable only in case not using bus service for the entire term Payable within Forty-Five Days of the date of invoice. <u>Unless</u> term started the full fees have to be paid prior to the start date Until the first school day of each term, the invoiced rates may be subject to increase based on fuel prices increase. Three Equal Instalments
Rehab- Mirage			LE 16,937	
Maadi- Heliopolis- N. City			LE 20,620	
Other Destinations			LE 23,565	
<u>Society Member Ship</u> 1 st Year	√	√	LE120	Payable within Forty-Five Days of the date of invoice One Instalment
Subsequent Year			LE60	
<u>IB Reservation Fees</u>	√	√	GBP 1,500	Non Refundable Payable once a place has been offered. The amount will be credited towards Term One Tuition Fees
<u>Examination Fees</u>				Separate Invoice will be issued for those students sitting external examinations.
<u>Fees for Specialist Services & Education Assessment</u>				Separate Invoice and will be the responsibility of the parent.

Note: All amounts in GBP may be invoiced in EGP at Central Bank of Egypt exchange rate on the date of invoicing. In that case, both the GBP as well as the applicable EGP amount will be stated on the actual invoice. Payments are accepted in either currency.

Payment Method

I. Bank Details:

Bank Name: HSBC

Account #: GBP 002-023-075-111/ EGP 002-023075-001

Name: Heliopolis Society for the Cultural and Social Care

Swift Code: EBBKEGXX

II. Payment Method through HSBC:

Bank Draft/ Telegraphic Transfer

Direct Cash Deposit through School bank account listed above.

III. Payment Method through the School:

Visa/ Master Card: is used for only the Egyptian Pounds fees after adding 2% credit card charges.

IV. Payments must include all the various beneficiary charges; the school will charge for any shortfall in the amounts owing.

V. Student Name and Year Group to be clearly written on the Bank Deposit Slip or the Bank Transfer Form.

VI. When making payment to the school bank account, a copy of the payment instruction should be sent to the NCBIS Finance Department by email Finance@ncbis.co.uk

1. Term of Payment:

Term	Invoices Issued	Payment Deadline
Term 1	15th June 2018	30 th July 2018
Term 2	1 st November 2018	16 th December 2018
Term 3	1 st February 2019	18 th March 2019

1.1 Invoices for each school term fees including payment terms & conditions will be issued and distributed to parents through registered letter & e-mails as per above schedule. Note: Parents may elect to pay yearly fees in one go. Parents preferring such payment should contact NCBIS Finance department immediately upon receipt of the term 1 invoice, in order to receive a revised invoice covering the whole school year. In case of EGP payments for GBP amounts, as the exchange rate, EGP/GBP is set each term, adjustments may be required later-on resulting into either a credit note or an additional invoice.

1.2 Due to the volume of new student applications and limited availability of places, the school retains the right to allocate the place to another student (on the waiting list) in case the fees have not been paid in full by the payment deadline.

- 1.3 It is the responsibility of the parent to contact the Finance Office if no bill has been received within the above mentioned schedule. Not receiving a copy of the bill will not be accepted as a reason for non-payment of term fees.
- 1.4 In case tuition fees are paid later than the designated deadline the school reserves the right to request parents for the next school year(s) for an upfront payment of the tuition fees for the entire year. Such a requirement will be communicated in writing to the parents.
- 1.5 In case due invoices are not paid prior to the “first day of term”, the school reserves the right to not allow children to attend the school until the full invoices have been paid.

2 Payment Discount

A 3% discount on the tuition fees and the building fund is offered if invoices are fully settled within twenty days of invoice date. Please note that the discount will not apply under any circumstances for any payment after this date.

3 Student Withdrawal

Refund on tuition fees and building fund in case of withdrawal of the student:

- A refund of 100% in case the withdrawal date is prior to the “term invoice due date”
- A refund of 50 % in case the withdrawal date is between the “term invoice due date” and “first day of the term”
- No refund in case of withdrawal “after the first day of term”.

Verbal notification of withdrawal is not acceptable. Notification should be made in writing to the Finance Office with a copy to the Head of School (Primary / Secondary). Please note that refund will depend on the date of receipt by the Finance Office. An acknowledgment of receipt will be sent to parents.

4 Refundable Deposit (non-interest bearing)

- 4.1 This Fee is refundable and the school will repay the balance of this deposit in EGP only upon the final departure of the student, after ensuring that the student account is settled in full.
- 4.2 If the refundable deposit is paid by other than the Parent, the deposit shall be refunded to the payer, unless the school receives written authorization from the payer to refund Parent directly.
- 4.3 A written notice is required before withdrawing your children from NCBIS. Failure to give due notice will result in the deduction of all tuition and other fees, relevant to the discrepant period of notice, from the refundable deposit held by the school.

5 **Partial Fees**

- 5.1 For those students using the bus service one way (morning or afternoon) 75% of the termly bus fees will be charged. No reduction on bus fees is given in case students are suspended from bus service.
- 5.2 Under no circumstances will discounts be granted for students who have a reduced timetable or for whom periods of voluntary absence are granted. e.g. in the case of study leave granted to GCSE or IB students.
- 5.3 Students enrolling after the start of the term will be charged the full term fees, except if starting after midterm when only half term fees will be charged. The school is unable to calculate fees on a pro-rata basis.

6 **Students leaving NCBIS for a short period wishing to maintain their place on roll**

- 6.1 Absence request to be evaluated on termly basis upon which academic approval may be granted.
- 6.2 Full payment of Tuition Fees must be made for the period of absence within the designated deadline.

7 **Force majeure**

In the event of force majeure, which causes a student or students to withdraw from the school when fees have already been paid, these fees will not be refunded. Force majeure is defined as an event or effect, such as civil disturbances, acts of war and other civil, political or military events, labor unrest, earthquakes, nuclear disaster and extreme weather conditions that cannot be anticipated or controlled and would adversely affect school's financial condition. This policy is necessary to protect the school's financial interest with a view to continuing operations after the force majeure event has passed.

8 **Changes to School Fees Structure**

Levels of fees and other charges, as well as terms and conditions of payment, for students at NCBIS, are subject to a change and increase, once approved by the Board of Directors.

Declaration:

I/we have read and fully understood the School policies relating to the payment of fees and guidance on payment, all other due dates and required notice of leaving and hereby confirm that we will abide by the above.

Full Name:

Signature:

Date: