

New Cairo British International School Tuition and Fee Schedule 2021-2022

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.

Payment Type	New Students	Existing Students	Charge	Refund Policy & additional info
Application Fee	√		GBP 100	Non Refundable Payable once prior to, or at the time of assessment
Registration Charge	N- Y11/ Dutch Stream		GBP 7,500	Non Refundable Payable within two weeks of receiving an offer of admission. In case the term has been started, the full fees must be paid prior to the student's first day of attendance.
	Y12- Y13		GBP 3,750	
Refundable Deposit	√		EGP 40,000	Refundable upon student's final departure. Payable within forty-five days of the date of invoice, unless term started payable within two weeks of the date of invoice. However, the full fees must be paid prior to the student's first day of attendance.
Tuition Fees				
Tuition Fees of the British School	√	√		
Nursery			GBP 6,837	Refundable (Kindly refer to below 'student withdrawal' item 3). Payable within forty-five days of the date of invoice unless term started payable within two weeks of the invoice date. In case the term has started, the full fees must be paid prior to the student's first day of attendance. Tuition Fees are paid in three equal instalments. Reservation Fees GBP 1,000 (non- refundable) of Term one invoice to be paid one month before term one invoice (Reference clause 3)
R- Y5			GBP 10,010	
Y6			GBP 10,201	
Y7-Y8			GBP 11,754	
Y9			GBP 11,925	
Y10-Y11			GBP 12,138	
Y12-Y13			GBP 12,521	
Tuition Fees of Dutch School	√	√		
Nursery			GBP 7,592	
G1- G8			GBP 11,944	

Bus Service Fees	√	√		
Katameya-Future			EGP 25,219	Refundable (Kindly refer to below ' student withdrawal' item 3). Payable within forty-five days of the date of invoice, unless term started payable within two weeks of the invoice date. The service will not be provided unless fees are paid. Until the first school day of each term, the invoiced rates may be subject to an increase based on fuel prices increase or governmental social distancing regulation. Bus Service Fees are paid in three equal installments.
Rehab/Mirage			EGP 27,122	
Maadi/Heliopolis/Nasr City/Mokattam			EGP 32,080	
other destinations			EGP 36,632	
Society Membership 1 st Year	√	√	EGP 120	Payable within forty-five days of the date of invoice, unless the term has been started payable within two weeks of the invoice date. To be paid in one instalment.
Subsequent Year			EGP 60	
IB Reservation Fees	√	√	GBP 1,500	Non Refundable Payable once a place has been offered. The amount will be credited towards Term One tuition fees.
Examination Fees				A separate invoice will be issued for those students sitting external examinations. In case the term has been started, the full fees must be paid prior to the student's first day of attendance. IB & GCSE students: full settlement of the academic year fees before exam registration (Please refer to clause 8).
Fees for Specialist Services & Education Assessment				A separate invoice and it will be the responsibility of the parent.

Note: All amounts in GBP may be invoiced in EGP at the Central Bank of Egypt exchange rate mentioned in the invoice. Payments are accepted in either currency.

Payment Method:

Bank Details:

Bank Name: HSBC

Account Number:

GBP 002-023-075-111- IBAN EG190025000200000002023075111

EGP 002-023075- 001- IBAN EG790025000200000002023075001

Name: Heliopolis Society for the Cultural and Social Care

Swift Code: EBBKEG CX

Payment method through HSBC:

Bank Draft/ Telegraphic Transfer.

Direct Cash Deposit through School bank account listed above.

Payment method through the school:

Visa/ MasterCard: is used for only the Egyptian Pounds fees after adding actual credit card charges to school (currently 1.02% but subject to change to reflect actual costs).

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

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

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:**

Payment Type	Invoices Issued	Payment Deadline
Reservation Fees of GBP 1,000	18 th May 2021	17 th June 2021
Term 1	18 th May 2021	2 nd August 2021
Term 2	1 st November 2021	16 th December 2021
Term 3	1 st February 2022	18 th March 2022
IB & GCSE students: Full settlement of academic year Fees prior to exam registration (Please refer to clause 8).		

- 1.1 Invoices for each school term fee including payment terms & conditions will be issued and distributed to parents through registered letters & students & e-mails as per the 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 the case of EGP payments for GBP amounts, as the exchange rate, EGP/GBP is set each term, adjustments may be required later on resulting in 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 requirements 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 1.5% discount on the tuition fees is offered if invoices are fully settled within twenty days of the 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 in case of withdrawal of the student:

- **Reservation Fees are non- refundable. It is excluded from all refunds mentioned in this policy.**
- A refund of 100% in case the withdrawal date is prior to the “term invoice payment deadline”
- No refund in case of withdrawal “**after** the invoice payment deadline”.
- Students leaving school must notify NCBIS of their departure before the payment deadline. In case the school is not notified, the school reserves the right to offset the fees of the due term against the refundable deposit. Verbal notification of withdrawal is not acceptable. Notification should be made in writing to the Admissions and the Finance Offices with a copy to the Head of Schools (Primary / Secondary/Dutch). Please note that the refund will depend on the date of receipt by the Admissions and the Finance Offices. An acknowledgment of receipt will be sent to parents.

4 Student Dismissal

No refund will be given on the registration charge, tuition fees, examination fees, and/ or bus fees in case of student dismissal from school.

5 Refundable Deposit (non-interest bearing)

- 5.1 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.
- 5.2 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 the parent directly.

6 Partial Fees

- 6.1 For those students using the bus service one way (morning or afternoon) 75% of the termly bus fees will be charged.
- 6.2 No reduction in bus fees is given in case students are suspended from bus service.
- 6.3 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.
- 6.4 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.

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

- 7.1 Absence request to be evaluated on a termly basis upon which academic approval may be granted.

7.2 Full payment of tuition fees must be made for the period of absence within the designated deadline.

8 Examination Fees:

8.1 Students applying for IB and GCSE examinations through the school have to fully settle examination fees before registering.

8.2 Students registered for IB & GCSE examination have to fully settle school fees till the end of the current academic year prior to exam registration.

9 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 the 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.

10 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 NCBIS 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