

NEW CAIRO BRITISH INTERNATIONAL SCHOOL

TUITION AND FEE SCHEDULE FOR THE SCHOOL YEAR 2023/2024

NCBIS is an NGO under the jurisdiction of the Heliopolis Society for the Cultural and Social Care of 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>	√		GBP 100	<ul style="list-style-type: none"> - Non-Refundable - Payable once: prior to, or at the time of assessment
<u>Registration Charge</u>	R- Y11/ Dutch Stream		GBP 7,500	<ul style="list-style-type: none"> - Non-Refundable - Payable once within Two Weeks of receiving an offer of admission. - <u>*Newcomers Nursery Students pay the registration fees in two instalments: 50% upon acceptance – 50% when moving to Reception.</u> - In case the term has already started, the full fees must be paid prior to the student's first day of attendance, regardless of the invoice payment deadline.
	*Nursery		GBP 7,500	
	Y12- Y13		GBP 3,750	
<u>Refundable Deposit</u>	√		EGP 40,000	<ul style="list-style-type: none"> - Refundable only in EGP Upon student final departure. - Payable once in EGP within Forty-Five Days of the date of invoice, unless term started payable within two weeks of the date of invoice. - In case the term has already started, the full fees must be paid prior to the student's first day of attendance regardless of the invoice payment deadline.
<u>Tuition Fees</u>				
*Tuition Fees- British	√	√		
Nursery			GBP 7,179	<ul style="list-style-type: none"> - 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 already started, the full fees must be paid prior to the student's first day of attendance. regardless of the invoice payment deadline - Tuition Fees are paid in three equal installments. - Commitment Fees of GBP 2,000 (non-refundable) of term one invoice to be paid by 15th February before term one invoice (Reference clause 2). - Reservation Fees of GBP 1,000 (non-refundable) of term one invoice to be paid one month before term one invoice (Reference clause 3).
R- Y5			GBP 10,511	
Y6			GBP 10,711	
Y7-Y8			GBP 12,342	
Y9			GBP 12,521	
Y10-Y11			GBP 12,745	
Y12-Y13			GBP 13,147	
*Tuition Fees- Dutch	√	√		
Dutch Nursery			GBP 7,972	
G1- G8			GBP 12,541	

<u>Bus Fees</u>	√	√		
<u>New Cairo Zone</u>			<u>LE 28,836</u>	<ul style="list-style-type: none"> - Refundable (kindly refer to below 'student withdrawal' clause 8.2) - 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 increase based on fuel prices increase or governmental social distancing regulation. - The bus fees are paid in three equal installments
<u>Mokatam Zone</u>			<u>LE 32,229</u>	
<u>Maadi/ Heliopolis Zone</u>			<u>LE 57,909</u>	
<u>Sherouk/ Obour Zone</u>			<u>LE 104,850</u>	
<u>Zamalek/ Dokki Zone</u>			<u>LE 62,619</u>	
<u>Society Membership</u> 1 st Year Subsequent Year	√	√	LE400 LE200	<ul style="list-style-type: none"> - Payable within forty-five days of the date of invoice, unless term started payable within two weeks of the invoice date. - The Society Membership fees to be paid in one installment.
<u>Examination Fees</u>			<ul style="list-style-type: none"> - A separate Invoice will be issued for those students sitting external examinations. - IB, A levels & GCSE students: Full settlement of academic year Fees prior to exam registration (Please refer to clause 8). 	
<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 the Central Bank of Egypt exchange rate mentioned in the invoice. Payments are accepted in either currency.

Payment Method

I. Bank Details:

Bank Name: HSBC

Accounts:

GBP 002-023-075-111- IBAN EG190025000200000002023075111

USD 002-023-075-110- IBAN EG460025000200000002023075110

EUR 002-023-075-112- IBAN EG890025000200000002023075112

EGP 002-023075- 001- IBAN EG790025000200000002023075001

Name: Heliopolis Society for the Cultural and Social Care

Swift Code: EBBKEGCX

II. Payment Method through HSBC:

- Bank Draft/ Electronic Transfer
- Direct Cash Deposit through School bank account listed above.

III. Payment Method through the School:

- Visa/ MasterCard: is used for only the Egyptian Pounds fees after adding actual credit card charges to school (currently 0.76% but subject to change to reflect actual costs).

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. Terms of Payment:

	Invoices Issued	Payment Deadline
Term 1 2023 Partial Tuition Fees – IB / A Levels Students Commitment Fees – GBP 2,000	29 th Dec 2022	12 th February 2023
Term 1 2023 Partial Tuition Fees – All current and newcomers exclude Y11 Students Reservation Fees- GBP 1,000	06 th April 2023	14 th May 2023
Term 1- Remaining Fees	31 st May 2023	2 nd August 2023
Term 2	2nd November 2023	17 th December 2023
Term 3	1 st February 2024	18 th March 2024
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 fees including payment terms & conditions will be issued and distributed to parents through -e-mails as per above schedule.
- 1.2 **Note:** Parents may elect to pay yearly fees in one go. Parents preferring such payment schedules, should contact NCBIS Finance department immediately upon receipt of the term one 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.
- 1.3 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 and payment conditions will be applied (early payment discount).
- 1.4 In case tuition fees are paid later than the designated payment 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 within payment designated deadline, school management will communicate with parents the final decision for the student education status with NCBIS as the school reserves the right to not allow children to attend the school until the full invoices have been paid.
- 1.6 In case due invoices are not paid within payment designated deadline, the school reserves the right to deny your child/children to attend the school until the full invoices have been paid.

- 1.7 Due to the volume of new student applications, limited availability of places and high demand, the school retains the right to allocate the seat of your child/ children to the applicant on the waiting list in case the reservation fees invoice, commitment fees invoice and termly fees invoices have not been paid in full by the payment deadline. Such a decision will be communicated with parents prior to any action.
This allocation will only take place via two written reminders to parents. First one on the payment deadline followed by a 2nd reminder after one week.
- 1.8 These terms will apply with no exceptions to students who are waiting for GCSE results or the ones who decide to leave during the IB courses of A Levels.

2. Commitment Fees

- 2.1 Students applying for IB, and A levels (Current Y11 Students) are required to pay a **commitment fee** of GBP 2,000. This payment is to reserve a place for the student and to accommodate for the subjects' choices for the next academic year.
- 2.2 The commitment fees will be deducted from term one fee for the next academic year.
- 2.3 The benefit to pay this commitment fee on time to ensure the following:
- Guarantee your child's place for the next academic year.
 - Enable the school to accommodate the subjects' choices of your child.
 - Benefit from the early payment discount on Term one for the next academic year.
- 2.4 The commitment fee is **non-refundable**. This applies to all students in Y11 including the ones who are waiting for the GCSE results. It also applies to students who decide to leave and inform the school within the declared deadline.
- 2.5 Current Y11 students are exempt from the GBP 1,000 reservation fees which is due in May. (Reservation fee is replaced by the commitment fee for the current Y11 students)

3. Reservation Fees

- 3.1 Students continuing the following year with NCBIS needs to pay a reservation fees (down payment) for term one for the following academic year equivalent to GBP 1,000.
- 3.2 The Reservation fees will be deducted from the following term one school fees invoice.
- 3.3 If payment is made later than the designated deadline, parent will forfeit the right to claim the early payment discount on term one fees as outlined in clause (4) of this table.

4. Early Payment Discount

- 4.1 An early payment discount of 1.5% on the tuition fees is offered if invoices are fully settled within twenty days of the invoice date.
- 4.2 Early payment discount will not be applied under any circumstances for any payment beyond the early payment discount date.

- 4.3 Early payment discount is only applied in case proof of payment is made before or on the discounted payment deadline regardless of the payment reflection date in the school bank account.
- 4.4 Early payment discount is not eligible for invoices issued after the start of term.
- 4.5 It is the responsibility of the parent to contact the finance office if no invoice has been received within the above-mentioned schedule. Not receiving a copy of the invoice will not waive or extend the payment deadline. Fees and payment conditions will be applied, including the payment discount deadline.

5. Student Withdrawal

Refund on tuition fees in case of withdrawal of the student:

- 5.1 Commitment fees & Reservation Fees are non-refundable. It is excluded from all refunds mentioned in this policy.
- 5.2 Refund of 100% excluding the commitment & reservation fees in case the withdrawal date is prior to the “term invoice payment deadline.”
- 5.3 No refund in case of withdrawal “after the invoice payment deadline”.
- 5.4 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.
- 5.5 Verbal notification of withdrawal is not acceptable. Notification should be made in writing to the Admissions Office and Finance Office with a copy to the Head of School (Primary / Secondary). Please note that the tuition fees refund will depend on the date of receipt by the Admissions, Finance Office.

6. Student Dismissal

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

7. Refundable Deposit (non- interest bearing)

- 7.1 This Fee is refundable, and the school will repay the balance of this deposit in EGP **only** upon final departure of the student, after ensuring that the student account is settled in full.
- 7.2 If the refundable deposit is paid by someone 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.

8. Partial Fees

8.1 Tuition Fees

- 8.1.1 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, IB or A levels students.
- 8.1.2 Students enrolling after the start of the term will be charged the full-term fees, except if starting after midterm when only half term tuition fees will be charged. The school is unable to calculate fees on a pro-rata basis.

8.2 Bus Fees

- 8.2.1 For those students using the bus service one way (morning or afternoon) 100% of the termly bus fees will be charged.
- 8.2.2 No refund on bus fees is given in case students are suspended from bus service.
- 8.2.3 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, IB or A levels students.
- 8.2.4 Students enrolling at the start of the term and before midterm will be charged with the full bus term fees, except if starting after midterm when only half term bus fees will be charged. The school is unable to calculate fees on a pro-rata basis.
- 8.2.5 As the school does not aim to make any profit from the transportation service, an exercise will be conducted at the beginning of each term to ensure that the school is breaking even for the transportation service cost.
- 8.2.6 Parents request to change from Zone to another Zone.
- School decisions will be based on the bus capacity and availability.
 - In case of bus availability, parents will be charged with the current Zone rate during the current term of change.
 - 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 bus fees of the due term against the refundable deposit.

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

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

10. Examination Fees:

- 10.1 Students applying for IB, A Levels & GCSE examinations through the school have to fully settle examination fees before registration.
- 10.2 Students applying for IB, A Levels & GCSE examinations have to fully settle the remaining (Term Two and Three) school fees till the end of the current academic year prior to exam registration.
- 10.3 For those students waiting for IB, A Levels & GCSE results, who might not pay the reservation fees and term one fees for the following academic year till receiving the exam results, are exposed to the loss of their places.

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 a 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.

Changes to School Fees Structure

The 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