



International College

## CIRCULAR ON SCHOOL FEES

**Business Office Department**

**Fees Online – April 2019**

Dear Parents/Guardians,

This circular is to announce that the **first trimester school fees** for the academic year **2019-2020** are due, subject to IC Policy regarding School fees and to the below terms.

### Schedule of Payment

The **first trimester school fees** for the academic year **2019-2020** will be available online starting **April 24, 2019**, subject to the terms of this circular and in accordance with IC policies and guidelines regarding school fees. Deadline for payment is **June 10, 2019**.

### Fees Payment Policy

The School fees (“**Fees**”) for each academic year shall be paid in three installments, unless a deferred payment plan schedule was agreed with IC.

Students are permitted to join classes at the beginning of an academic year only if:

- (i) The Fees for the previous year have been settled in full and;
- (ii) Payment arrangements for the current year have been made within the deadline.

Parents/Guardians who choose to withdraw their child/children yet still have outstanding school fees will remain liable for full payment of the outstanding school fees.

Students are entitled to receive enrollment certificates and report cards for the academic year if the school fees for that academic year have been fully settled.

### Deferred Payment Plan

Parents/guardians may avail themselves of the deferred payment plan option.

Around July of each year, Interested Parents/Guardians are invited to request a deferred payment plan, as offered by IC, from the Business Office during the month of July to schedule the payment of the second and third trimester school fees.

### Tuition Assistance

Applications for tuition assistance should be submitted to the Student Section at the Business Office during March. Any support IC might award would be determined at its sole discretion.

To assist in mitigating the financial impact of the new salary law on parents, IC has also introduced additional provisions within the school’s existing tuition assistance program, as well as more flexible qualification benchmarks for tuition assistance.

### Refunds

The first trimester Fees shall not be refundable unless a written request is submitted to the Business Office **prior to June 10, 2019, date after which, no refund shall be made in any case and for any reason.**

No refund shall be made in any case and for any reason whatsoever if the request was not presented within the aforementioned deadline.

The down payment for school fees paid by the newly enrolled students is nonrefundable.

The capital development fee for new students is only refundable if a written request is submitted to the Business Office prior to **September 1, 2019, date after which, no refund shall be made in any case and for any reason whatsoever.**

School fees are non-transferable to siblings **after June 10, 2019.**

No refund shall be made for the 2nd and 3rd trimester fees in any case and for any reason whatsoever.

## **Withdrawals**

In the event the students are asked to repeat the class they are enrolled in, the parents/guardians must inform IC in writing to the Business Office, within a maximum of five business days as of the issuing of the school results, of their intention to withdraw the student from IC and to request in writing to the Business Office the refund of the first trimester school fees. Failure to notify the school within the above mentioned period, no refund shall be made and the students shall be considered as repeating and their parents/guardians shall be liable to pay the full school Fees for the next academic year.

In the event a student is asked to withdraw from IC prior to the start of the academic year, the first trimester Fees for the next academic year shall be refunded by IC.

## **Payment Procedure**

Please follow the steps below to view your child/children **Fee Note** for the **first trimester Fees for the academic year 2019-2020**:

1. Go to IC website [www.ic.edu.lb](http://www.ic.edu.lb).
2. Choose < Admissions> from the horizontal menu, then < Tuition>, then <Fee Note> under < Tuition >, or from the Announcements icon on the main page.
3. Add the student ID number and password then click on <**Fee Note**>.
4. Print three copies and pay the balance due at any of the banks mentioned on the **Fee Note**.
5. Payment for less than the due balance is not accepted.

To keep all data secure and confidential, please do not share your passwords with anyone and make sure to logout and close your browser when you finish reviewing your **Fee Note**.

The Business Office staff will **NOT** print the Fee Note. For those who do not have the ID and password please dial 01-367466-ext. 299. The **Fee Note** reflects the balance due or statement of account.

For any inquiries, deferred payments, refund as provided for hereinabove, please contact the Business Office at 01-367466 ext. 115(Ras Beirut Campus) or ext.543(Ain Aar Campus) or email us at [studentsection@ic.edu.lb](mailto:studentsection@ic.edu.lb).

**Student Section  
Business Office  
April 2019**