

## Fee Policy 2023

The following rates and figures apply to all pupils at the Trident Preparatory Lusaka in 2023. These fees are subject to review by the Board of Trustees. Generally, fees are reviewed annually but the Board reserves the right to adjust fees more frequently if necessary. The due date for 2023 Fees are as follows:

| Description | Payment Date                  |
|-------------|-------------------------------|
| Term 1      | 11 <sup>th</sup> January 2023 |
| Term 2      | 26 <sup>th</sup> April 2023   |
| Term 3      | 22 <sup>nd</sup> August 2023  |

### Application Fee

This payment is due when parents complete a formal application for a place at the school for their child. It is a once-off fee and is non-refundable. The fee is applicable for each application.

### Registration Deposit

#### Entry:

Once the school has offered a place to a child, this payment becomes due. The registration payment guarantees a pupil's place at the school.

#### Registration Deposit Top up:

Top up of registration deposit billings will be done on student exit from prep school (Year 6) and entry into college (Year 7) considering the initial deposit paid at the time of entry and the deposit due at the time of movement across to college.

#### Exits:

Registration deposits are refundable at the end of the child's time at the school once the fee account is fully settled and a claim has been lodged. Registration Deposits will be refunded less bank charges provided it is in line with policy. Any unclaimed registration deposits will be taken as a donation towards bursarial support or education resource support after a period of hold in the account for 1 year from date of student exit (unclaimed).

### Sundry Charges

The cost of other items such as uniforms, stationery, trips, exam fees, medical expenses etc, paid on behalf of a child, will be charged to the account and are payable on presentation.

### School Fee

This fee is for tuition only.

#### Trident Prep Lusaka (Fees in USD)

| Fees                 | Nursery | Reception | Year 1-3 | Year 4-6 |
|----------------------|---------|-----------|----------|----------|
| Application fee      | 120     | 120       | 120      | 120      |
| Registration deposit | 1,770   | 1,950     | 2,040    | 2,220    |
| Annual School fee    | 4,080   | 7,050     | 7,670    | 8,030    |
| Termly fee           | 1,360   | 2,350     | 2,557    | 2,677    |

## Fee Policy Guidelines

1. All payments are payable in USD.
2. Payments in "Foreign Currency" from outside the country will be calculated based on the First National Bank's (FNB) exchange rate on the date payment is received.
3. School Fees are billed prior to the commencement of each term and are due on presentation of the invoice, or as defined in a payment plan. Unpaid accounts will attract interest at the rate of 2% per month.
4. Payment must be made into the following account:

|               |                                  |
|---------------|----------------------------------|
| Account name: | Trident Educare Ngwerere Limited |
| Bank:         | First National Bank              |
| Address:      | Commercial Branch, Lusaka        |
| Bank code:    | 260001                           |
| Swift code:   | FIRNZMLX                         |
| Account No:   | 62908166699 USD                  |

5. Please send deposit confirmation to [accounts@trident-prep.com](mailto:accounts@trident-prep.com) with your unique finance code as issued by the accounts department. Please cc to [tpl@trident-prep.com](mailto:tpl@trident-prep.com)
6. All bank charges (your bank and the school's charges) relating to cheques, direct transfers and cash deposits must be paid by yourself.
7. No cash will be received by the school. All cash payments must be made directly into the school bank account. A receipt will be issued when the deposit reflects in the Trident Educare Ngwerere Limited account.
8. School fees not paid by the due date could result in your child's report being withheld and in your child being excluded from school.
9. Sundry Charges, as defined above, will not be charged to accounts that are in arrears, but will have to be paid in full in advance where possible.
10. Parents who are unable to pay the full term's School fees by the due date, must please communicate this to the Head **before the due date**. The Head, in conjunction with the Financial Manager, will facilitate the drafting of a Payment Plan.
11. A full term's written notice is required when withdrawing a child from the school. If such notice is not received, the school will charge a term's fees in lieu of notice.
12. When a child is enrolled after the start of the school year / term, school fees will be pro-rated. However, if the child is enrolled before the midterm point, then the full school fee will apply.
13. Withdrawal of child for defined period: A child can be taken out of school for a maximum of one term without losing their place in the respective class. In such instances, 50% of the school fees must be paid, irrespective of the length of the period of absence.
14. Any book not returned or extensively damaged will be charged to your account at the rate of USD 25 per book.
15. The cost of repairs to any property damaged by your child will be charged to your account.
16. Credit balances due to parents will be refunded between 60 and 90 days from departure.
17. Any breach of the Terms and Conditions stated herein could result in the child being excluded from school until the situation is resolved.
18. **Any request for leniency in applying these terms and conditions must be addressed to The Head, who will in turn present the request to the Educare Finance Committee.**