

Thank you for your interest in The Overseas School of Colombo.

We are pleased to provide the following information on fees and the procedures for admission to the school.

Fees are payable in advance and are assessed in accordance with the fee structure approved by the Board of Directors. The school's focus is and will remain top-quality education for our students. That said, our fees remain lower than comparable international schools in the region.

Please note fees are denominated in US Dollars but maybe paid in Sri Lankan Rupees. Conversion rate should be obtained from the School's Business Office.

Please note that semester dates are based on the published 2023-24 school calendar. However, based on government-imposed restrictions or any other situation such as travel restrictions and collective needs of the community, these dates may be subject to change. We appreciate your understanding and ask that you check with the school offices for the latest information at primaryoffice@osc.lk and secondaryoffice@osc.lk.

APPLICATION FEE	US DOLLARS (ONE-TIME NON-REFUNDABLE CHARGE)
Per application	250

This is payable at the time of application for admission or re-admission. Applications are accepted on-line - <https://osc.openapply.com>

REGISTRATION FEE – USD 15,000 per child

Registration fee is for the primary purpose of funding fixed costs including renovations, capital investments and new projects.

Three scenarios based on the enrolment grade applies as follows:

FOR STUDENTS JOINING IN PRESCHOOL, THE REGISTRATION FEE MAY BE PAID OVER THREE YEARS IN THE FOLLOWING INSTALLMENTS		FOR STUDENTS JOINING IN KINDERGARTEN, THE REGISTRATION FEE MAY BE PAID OVER TWO YEARS IN THE FOLLOWING INSTALLMENTS		FOR STUDENTS JOINING AT ANY POINT FROM GRADE 1 - 12, THE REGISTRATION FEE IS PAYABLE IN ONE INSTALLMENT UPON ENTRY	
Entry in Preschool	USD 2,000				
Moving to KG	USD 5,500	Entry in KG	USD 7,500		
Moving to Grade 1	USD 7,500	Moving to Grade 1	USD 7,500	Entry in Grade 1-12	USD 15,000
TOTAL	USD 15,000		USD 15,000		USD 15,000

Registration fee must be received within 14 days from the date of invoice or before the child starts class, whichever comes first.

TUTION FEE

Tuition fee is for the purpose of funding all operating costs of OSC. This consists of a fixed tuition fee and a variable operational levy.

Details given below:

TUTION FEE	SEMESTER 1	SEMESTER 2	ANNUAL
Pre-School	USD 6,480	USD 6,480	USD 12,960
Primary School (Kindergarten)	USD 9,760	USD 9,760	USD 19,520
Primary School (Grade 1 – 5)	USD 11,525	USD 11,525	USD 23,050
Middle School (Grade 6 – 8)	USD 12,100	USD 12,100	USD 24,200
High School (Grade 9 – 10)	USD 13,920	USD 13,920	USD 27,840
High School (Grade 11 – 12)	USD 13,920	USD 13,920	USD 27,840

OPERATIONAL LEVY (NON-RECURRING)

An operational levy will be payable over the two semesters as follows:

1. For a child who is in attendance in both Semester 1 and Semester 2

USD 1,250 per child, payable at the start of Semester 1

A variable payment range of USD 0 - 1,250 per child, at the start of Semester 2*

2. For a child who leaves at the end of Semester 1

USD 1,250 per child, payable at the start of Semester 1 and no further payment in Semester 2

3. For a child who enters at the start of Semester 2

USD 1,250 per child + the variable payment (USD 0 - 1,250) at the start of Semester 2*

*Note: Semester 2's Operational Levy (OL) is a 'variable payment' because it is subject to enrolment numbers at the discretion of the Board.

The Board's assumptions are outlined as follows:

If, the School reaches:

300 Full Fee Paying students or more, the OL will be removed

280-299 Full Fee Paying students, the OL will be charged at USD 500

250-279 Full Fee Paying students, the OL will be increased to a maximum of USD 1,250

REFUNDABLE DEPOSIT

Refundable deposit is for the purpose of off-setting of any losses or damages that may arise during the student's tenure at school.

REFUNDABLE DEPOSIT	SRI LANKAN RUPEES
Pre-School – Grade 5	25,000
Grade 6 – 12	50,000

BILLING PERIOD

The billing periods for 2023-24 are as follows. A surcharge of 5% per month, up to a maximum of 15% will be charged on late payments.

	BILLING PERIOD	PAYMENT DEADLINE
1 st Semester	01 st August 2023 to 7 th January 2024	16 th August 2023
2 nd Semester	8 th January 2024 to 31 st July 2024	8 th January 2024

Semester 1 – August 16, 2023 - December 15, 2023 (dates subject to change)

- Students entering on or after August 16, 2023 to pay the full semester fees on or before August 16, 2023.
- Students entering on or after October 16, 2023 to pay 50% of the full semester fees on or before October 16, 2023.

Semester 2 – January 8, 2024 - June 13, 2024 (dates subject to change)

- Students entering on or after January 8, 2024 to pay the full semester fees on or before January 8, 2024.
- Students entering on or after April 15, 2024 to pay 50% of the full semester fees on or before April 14, 2024.

OTHER PAYMENT INFORMATION

Application Fee for Student Enrolment: A processing fee is payable upon submission of an application for student admission. This fee will not be refunded if the student is not admitted due to admission requirements.

Registration Fee: All new students will be charged the registration fee which will also be included in the initial tuition fee invoice. The Registration Fee is for the maintenance of school premises, equipment and common infrastructure. Furthermore, it cannot be refundable or prorated as per policy.

Tuition Fee: Charges are per year, payable per semester. This includes IB exam fees and field trips, WWW and school consumables. Some material and activity payments may need to be paid additionally based on curriculum/activity selections.

Learning Support Services: Student support will be billed separately at USD 15,025 per service per annum.

Refundable Deposit: A refundable deposit is charged for the purpose of offsetting any losses or damages that may arise during the student's tenure at the school. Refund of the deposit will only be made on completion of the withdrawal form, normally on the last day of attendance.

REFUNDS

- In the case of foreign currency payments any refund will be based on the Rupee equivalent as per the official receipt due to current exchange control regulations.
- Refunds will be made only upon request and completion of the withdrawal form for each student.
- Refunds can only be claimed until the last day of the current school year, which is 31st July.
- In the event the refundable deposit is claimed at the time of withdrawal any subsequent re-entry will be considered as a new registration for which both the registration fee and the refundable deposit are payable.
- Students leaving within the first five school days of a billing period will be refunded the tuition fees for that billing period.

- No refunds will be made on tuition fees in the event of a child leaving after four weeks of attendance.
- A pro-rata fee will be charged for attendance less than four weeks but greater than 5 school days.
- 50% tuition fees for a billing period shall be charged from children entering school after the October and April vacations.
- No portion of the Registration Fee is refundable regardless of the withdrawal date.
- The Board may exercise its prerogative to withhold all or a portion of Tuition refunds, regardless of the nature of the emergency. Should circumstances require OSC to move to virtual school instruction, the days are counted as school days and no refunds of tuition will be considered.
- No records can be released until the withdrawal form is successfully completed and all dues & fees owed to the school have been paid,

OTHER IMPORTANT PAYMENT INFORMATION

Optional School Activities

Students may elect to participate in activities that are in addition to the established school program. These include but are not limited to sports and academic events outside of Sri Lanka. Parents or legal guardians are responsible to cover the actual expenses for such activities (travel, hotel, visas, uniforms, etc.). An estimated total cost will be provided before the event and full payment is expected to be made, prior to the event.

Contact the Business Office at oscfinance@osc.lk or (+94) 11 4419200

TERMS & CONDITIONS

- The Registration Fee and the Refundable Deposit must be paid on admission.
- An automatic surcharge of 5% per month up to a total of 15% (in monthly increments of 5%) will be levied on all overdue payments after the deadline dates.
- Re-enrolment Fee – Once admitted to OSC, should you wish to re-enrol your child for the next academic year, you will be required to submit a re-enrolment form and a fee as determined by the Board. This amount will be deducted from next year's tuition fees, as long as your child returns to school. However, the fee is non-refundable should you decide not to return.
- The school reserves the right to refuse entry to pupils in arrears of tuition fees and reports may be held back due to non-payment.
- Please note that tuition fees may be subject to change year-on-year. Fees may be higher in future years, for both new and continuing students.

MODE OF PAYMENT

The school prefers payment in the invoiced currency. However, as per the prevailing exchange regulations, payments could be made in Sri Lankan Rupees or any other convertible currency converted at the exchange rate prevalent on the date of transaction as confirmed by the school's business office. OSC can receive payments in foreign currency only from non-national resident students.

Requirements that govern exchange control and remittances change from time to time and parents are advised to check with their respective banks before they make a remittance. All payments should be in compliance with OSC and Sri Lankan regulations, as prescribed by Sri Lankan law. The school provides US Dollar and Sri Lankan Rupee denominated accounts held by two different banks for fee collection. If a remittance is rejected by the receiving bank due to prevailing regulations, OSC is not liable for loss of funds or additional charges.

CHEQUES

Cheques would be accepted in Sri Lankan Rupees only and should be drawn in favour of 'The Overseas School of Colombo (Guarantee) Limited' and crossed 'A/C Payee only' and forwarded to the school's business office. Please note that local banks have discontinued accepting foreign currency drafts. Please indicate the invoice number or student number when submitting the payment.

BANK TRANSFERS

All bank charges including local bank charges should be borne by the remitter to ensure that the fees are received in full. Please ensure that your bank uses our invoice number or student number as reference when making the bank transfer. Our bank details are as follows:

Hatton National Bank Limited
Rajagiriya Branch
Account Name:
The Overseas School of Colombo (Guarantee) Limited

LKR A/C No.: 0360-2001-9192
USD A/C No.: 036-910136831
Swift Code: HBLILKLX

Standard Chartered Bank
Kirulapone Branch
Account Name:
The Overseas School of Colombo (Guarantee) Limited

LKR A/C No.: 18 1725424 02 (Savings A/C)
USD A/C No.: 18 1725424 01 (BFC A/C)
Swift Code: SCBLLKLX



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