



Fee Policy 2024

The following rates and figures apply to all pupils at the Sentinel Kabitaka School in 2024. 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 2024 Fees are as follows:

Description	Payment Deadline
Term 1	5 th January 2024
Term 2	19 th April 2024
Term 3	16 th August 2024

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 primary school (Year 6) and entry into secondary school (Year 7) considering the initial deposit paid at the time of entry and the deposit due at the time of movement across to secondary.

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 and boarding where applicable.

Annual Fees 2024

Fees	Day Pupils			Day- Boarders
	Nur - Rec	Year 1 - 3	Year 4 - 6	Year 7 - 12
Application Fee	ZMW 710	ZMW 710	ZMW 710	ZMW 710
Registration Deposit Day	ZMW 8,830	ZMW 12,560	ZMW 15,057	ZMW 17,340
Registration Deposit Boarder			ZMW 24,963	ZMW 24,963
Annual Tuition Fee	ZMW 26,760	ZMW 38,060	ZMW 45,623	ZMW 50,127
Annual Boarding Fee				ZMW 45,740

Term 1 and 2

Fees	Day Pupils			Day- Boarders
	Nur - Rec	Year 1 - 3	Year 4 - 6	Year 7 - 12
Termly Tuition Fee	ZMW 8,830	ZMW 12,560	ZMW 15,057	ZMW 16,543
Termly Boarding Fee				ZMW 15,247

Term 3 Fees

Fees	Day Pupils			Day- Boarders
	Nur - Rec	Year 1 - 3	Year 4 - 6	Year 7 - 12
Termly Tuition Fee	ZMW 9,100	ZMW 12,940	ZMW 15,510	ZMW 17,040
Termly Boarding Fee				ZMW 15,247

Fee Policy Guidelines

- All payments are payable in ZMW.
- 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.
- For dependants of **FQM employees**, School Fees may be made monthly, one calendar month in advance, via the FQM payroll.
- 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.
- Payment must be made into the following accounts:

Account name:	Kabitaka School
Bank:	First National Bank
Address:	Manda Hill Branch, Lusaka
Bank code:	260001
Swift code:	FIRNZMLX
Account No:	0062473558644



6. Please send deposit confirmation to administration@sentinel-kabitaka.com or accounts@educoreservices.com with your child's name and your Student Account Code as the reference.
7. Cheque payments: Please make your cheque payable to: **Educore Services Zambia (ES)**. Dishonoured cheques will attract a charge of ZMW 500 per cheque. **Please present one cheque deposit per child.**
8. All bank charges (your bank and the school's charges) relating to cheques, direct transfers and cash deposits must be paid by yourself.
9. 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 Educore account.
10. 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.
11. **Sundry Charges, as defined above, will not be charged to accounts that are in arrears.**
12. Advance payments of School Fees for the entire year, received by 5th January 2024 will attract a discount of 5%. Advance payment for more than two children will attract a further discount of 5% per additional child.
13. 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.
14. 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.
15. 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.
16. 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.
17. Any book not returned or extensively damaged will be charged to your account at the rate of ZMW 250 per book.
18. The cost of repairs to any property damaged by your child will be charged to your account.
19. Credit balances due to parents will be refunded between 60 and 90 days from departure.
20. If the reference number is incorrect or omitted on transfer, the mostly likely scenario will be any unallocated credits / unclaimed amounts will be allocated to the "Unallocated Funds Account". Any unclaimed/unallocated credit student account amounts will be reallocated to the "Student Bursary Account" as a donation in the following year (after a period of 12 months) if these remain unclaimed.
21. Any breach of the Terms and Conditions stated herein could result in the child being excluded from school until the situation is resolved.
22. 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 Educore Finance Committee.