

## Fee Policy 2024

The following rates and figures apply to all pupils at the Trident Schools 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 <sup>th</sup> January 2024
Term 2	19 <sup>th</sup> April 2024
Term 3	16 <sup>th</sup> 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 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 and boarding where applicable.

### Trident College

Fees	Day Pupils		Boarders	
	Year 7-11	AS-/A-Level	Year 7-11	AS-/A-Level
Application Fee	USD 120	USD 120	USD 120	USD 120
Registration Deposit	USD 4,820	USD 4,820	USD 4,820	USD 4,820
Annual Tuition Fee	USD 11,450	USD 11,730	USD 11,450	USD 11,730
Annual Boarding Fee			USD 5,680	USD 5,680
<b>Total Ann Tuition &amp; Boarding</b>			<b>USD 17,130</b>	<b>USD 17,410</b>
Termly Tuition Fee	USD 3,817	USD 3,910	USD 3,817	USD 3,910
Termly Boarding Fee			USD 1,893	USD 1,893
<b>Total Termly Tuition &amp; Boarding</b>			<b>USD 5,710</b>	<b>USD 5,803</b>

### Trident Preparatory Solwezi

Fees	Day Pupils			Boarders	
	Nur - Rec	Year 1 - 3	Year 4 - 6	Nursery - Year 3	Year 4 - 6
Application Fee	USD 120	USD 120	USD 120		USD 120
Registration Deposit	USD 2,650	USD 2,830	USD 2,970		USD 2,840
Annual Tuition Fee	USD 7,290	USD 8,490	USD 8,910		USD 8,910
Annual Boarding Fee					USD 6,060
<b>Total Ann Tuition &amp; Boarding</b>					<b>USD 14,970</b>
Termly Tuition Fee	USD 2,430	USD 2,830	USD 2,970		USD 2,970
Termly Boarding Fee					USD 2,020
<b>Total Termly Tuition &amp; Boarding</b>					<b>USD 4,990</b>

### Trident Preparatory Kalumbila

Fees	Day Pupils			Boarders	
	Nur - Rec	Year 1 - 3	Year 4 - 6	Nursery - Year 3	Year 4 - 6
Application Fee	USD 120	USD 120	USD 120		
Registration Deposit	USD 2,650	USD 2,830	USD 2,970		
Annual School Fee	USD 7,290	USD 8,490	USD 8,910		
Termly Fee	USD 2,430	USD 2,830	USD 2,970		

## Fee Policy Guidelines

- All payments are payable in USD.
- 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:	Educore Services Zambia
Bank:	First National Bank
Address:	Manda Hill Branch, Lusaka
Bank code:	260001
Swift code:	FIRNZMLX
Account No:	0062473552935 (Trident College)
Account No:	0062474561985 (Trident Prep Solwezi)
Account No:	0062473554915 (Trident Prep Kalumbila)

- Please send deposit confirmation to [accounts@educoreservices.com](mailto:accounts@educoreservices.com) with your child's name and your Educore 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 USD 100 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 5<sup>th</sup> 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 USD 25 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. If you have paid in and have omitted or not used a correct reference number, the mostly likely scenario will be any unallocated credits / unclaimed amounts will be allocated to the student's bursary accounts as a donation in the following year (after a period of 12 months).
22. Any breach of the Terms and Conditions stated herein could result in the child being excluded from school until the situation is resolved.
23. 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.