

Smart Village Schools – Kipling School

School Fees for the Academic year 2018/2019

Smart Village Schools – Kipling is open for applicants of all nationalities of both genders. Acceptance in the school is subject to student assessment, family interview and availability of a place.

Enrolment Steps

- Orientation** Applicants are welcome to contact the school for an orientation meeting. Appointments can be scheduled in advance by calling the reception desk during school working hours, Sunday through Thursday, from 9 a.m. to 2:00 p.m.
- Step 1 - Application** Submit an enrolment application available at the Student Affairs Department, Smart Village School, main building. Only completed applications will be considered.
- Step 2 – Assessment and family interview** The school will contact parents to schedule student assessments and family interviews. Student assessments are conducted by certified school teachers. Both parents are required to attend the family interview when applicable.
- Step 3 - Registration** Acceptance of a student is subject to the results of steps 1 and 2 as well as the availability of a place. Upon acceptance, a deadline will be announced for submitting the advance payment fees (one-time payment). If payments are not secured within this period, the school will not guarantee the available place. Parents will also be informed of any pending paperwork requirements.

Step 4 - Payment School fees will be paid according to the payment schedule specified hereunder.

- Registration documents**
- Completed application form
 - 12 recent passport-size photos
 - Original computerized birth certificate
 - Stamped transfer documents and the last school report(s) where applicable
 - Medical report with vaccination certificates
 - Student’s academic reports for the current and previous years
 - Transportation record where applicable
 - Any other documents requested by the school admission office

Payments

Application and assessment Fees **EGP 1500** A one-time payment due at the time of filing the school application form. It covers the application and assessment costs for each applicant

School Fees (EGP)	Grade Level	Age at 1/10/2018	Advance Payment	Tuition Fees	Books, Resources and Accreditation Fees	Activity Fees
	Foundation 2	4½ yrs. old	15000	48182	3800	12500
	Grade 1	5½ yrs. old	13000	51232	4800	13300
	Grade 2	6½ yrs. old	13000	51232	4800	13300
	Grade 3	7½ yrs. old	13000	53671	4800	13300
	Grade 4	8½ yrs. old	13000	53671	5000	13300
	Grade 5	9½ yrs. old	13000	56111	5000	13850
	Grade 6	10½ yrs. old	13000	59160	5000	13850
	Grade 7	11½ yrs. old	10000	59160	6000	14400
	Grade 8	12½ yrs. old	10000	62210	6000	14400
	Grade 9	13½ yrs. old	10000	64649	6000	14400
	Grade 10	14½ yrs. old	10000	64649	*4000	14400
	Grade 11	15½ yrs. old	10000	67109	*2000	16500
	Grade 12	16½ yrs. old	10000	69529	*2000	16500

**For Grades 11 and 12, an additional amount will be charged based on the selected subjects per student.*

- Other Payments**
- Transportation fees are **EGP 11400**. Except Heliopolis, Nasr City and different morning and afternoon pickup addresses **EGP 12400**.
 - Uniform is obligatory for all students.
 - External examinations, school trips, camps, after-school activities and excursions.
 - At certain grades, students might be required to use laptops as part of the educational program.

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Family discounts In case of a sibling joining the school, the following discounts apply:
10% off the basic tuition fees for the 2nd child and 5% off the basic tuition fees for the 3rd child.
***At all times, only one discount is applicable at a time for each student.**

Refund of Basic Tuition Fees in accordance with the Ministry of Education regulations:

- Refund Policy**
- All withdrawal requests have to be presented in writing to the Students' Affairs Department. All calculations of the refunded amounts will be based upon the date of the written withdrawal request.
 - If the withdrawal notice is presented **before the first day of school** then the following amounts will be refunded:
 - 90% of the due tuition fees (Advance payment, first and second instalments)
 - 100% of the book fees
 - 90% of the transportation fees
 - 100% of the activity fees
 - If the withdrawal notice is presented **after the first day of school** then the due tuition fees, book fees, activity fees, transportation fees are fully non-refundable.

Notes:

- This policy is subject to change to comply with the Egyptian Ministry of Education's regulations and board decisions. Should this policy change, it will be announced to the parents.

Late entry policy Students enrolled **during the months of September, October, November and December** will be liable for the full tuition, books, transportation fees and activity fees. Students enrolled afterwards will be subject to the following discounts:
From 1st of January to 31st of March: 75% of tuition, transportation and activity fees are payable.
From 1st of April until the end of the school year: 60% of tuition, activity and transportation fees are payable.

- ❖ Books, resources, activity and accreditation fees must be paid in full at all times.
- ❖ Late enrolment is always subject to the approval of the Ministry of Education and the school's registration policies.

School Fees are to be paid in four instalments as follows:

Instalment	Deadline	Description
1	07/06/2018	25% of basic tuition fees + 100% of transportation fees + 25% of activity fees
2	03/09/2018	25% of basic tuition fees + 100% of books and educational resources fees + 25% activity fees
3	10/01/2019	25% of basic tuition fees + 25% of activity fees
4	05/03/2019	25% of basic tuition fees + 25% of activity fees

Payment terms and conditions

- The onus rests on the parents to ensure fees are settled in a timely manner and is not reliant on the school sending reminders. If parents have not received the payment vouchers two weeks prior to the due dates, please contact the school accounting department.
- The school reserves the right to hold students' diploma, reports, transcripts and/or transfer certificates until all the school accounts have been settled.
- Payment vouchers for each instalment are prepared by the school and sent to parents electronically via e-mail.
- It is crucially important for parents to ensure that all their contact information is updated in the school records to avoid missing any of our e-mails and/or SMS.
- The payment vouchers should be printed and presented to the bank as per the instructions on the voucher. Payments can be submitted by cash deposit, cheque or wire transfer. All relevant bank details will be communicated to the parents.
- It is ESSENTIAL for parents to keep the deposit slip in a safe place and present it to the school whenever requested as proof of payment. Payments should be deposited in the account name mentioned on the voucher only.