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Smart Village Schools – Lycée Voltaire 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 on Wednesdays, by calling the reception desk during school working hours, Sunday through Thursday, from 9 a.m. to 2:00 p.m. <u>Landline</u> : 35370100/200 or by emailing: shayali@svs.edu.eg
Step 1 – Admission Process	<ul style="list-style-type: none"> Complete the application form online: https://svs.edu.eg/new/lycee/inscription/ Upon receiving an email, you will be requested to visit our campus to pay the application's fee and submit the required documents: 2 photos, 2 original computerized birth certificate and Nursery/School report.
Step 2 – Assessment and family interview	<ul style="list-style-type: none"> After submitting all required documents, an appointment for assessment and family interview will be scheduled. Both parents are required to attend the family interview. Students' assessments are conducted by certified school teachers. You will be communicated within one week ONLY upon acceptance.
Step 3 - Registration	Acceptance of a student is subject to the results of the admission process. 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 Admission Documents	School fees will be paid according to the payment schedule specified hereunder. Other documents will be requested by the student affairs office.

Payments

Application and assessment	A one-time payment due at the time of filing the school application form. It covers the application and assessment costs for each applicant
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School Fees (EGP)	Grade Level	Year of birth	Advance Payment	Tuition Fees	Books, Resources and Accreditation Fees	Activity Fees
		PS	2018	15000	82555	7000
	MS	2017	15000	82555	7000	3000
	GS	2016	15000	82555	7000	3000
	CP	2015	13000	85617	8000	3000
	CE1	2014	13000	85617	8000	3000
	CE2	2013	13000	88067	8000	3000
	CM1	2012	13000	88067	8500	3000
	CM2	2011	13000	90518	8500	3000
	Sixième	2010	10000	93580	9500	7000
	Cinquième	2009	10000	93580	9500	7000
	Quatrième	2008	10000	96642	9500	7000
	Troisième	2007	10000	99093	9500	7000
	Seconde	2006	10000	99093	9500	7000
	Première	2005	10000	101540	9500	7000
	Terminale	2004	10000	103993	9500	7000

Other Payments	<ul style="list-style-type: none"> The school follows the updated fees bulletin issued by the Ministry of Education. School fees are subject to increase. A 5% discount will be applied in case of yearly full fees payment in advance. <u>Transportation fees</u>: 18,700 EGP for full route and 14,000 EGP for half route. <u>Cantine fees</u>: 8,000 – 10,000EGP from PS to CE2 (Optional- to be announced by the 2nd term 20-21) Uniform is obligatory for all students, both online store and in-store purchase are available. External examinations, school trips, camps, after-school activities and excursions are all excluded. All educational levels, starting CE2 will be required to use Ipads/laptops as part of the educational programme.
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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 Policy

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

- 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 1st of September 2021** 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 activity fees
- If the withdrawal notice is presented **after the 1st of September 2021** 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, canteen and transportation fees are payable.

From 1st of April until the end of the school year: 60% of tuition and transportation fees are payable.

- ❖ Books, resources, accreditation, and activity 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 installments as follows:

Installment	Due dates	Description
1	01/07 - 15/07/2021	50% of transportation fees
2	12/07 - 30/07/2021	25% of basic tuition fees
3	10/08 - 25/08/2021	50% of transportation fees
4	16/08 - 10/09/2021	25% of basic tuition fees + 100% of books and educational resources fees
5	15/12 - 14/01/2022	25% of basic tuition fees + 50% of activity fees
6	14/02 - 11/03/2022	25% of basic tuition fees + 50% of activity fees

Payment terms and conditions

- The responsibility rests on the parents to ensure fees are settled in a timely manner and is not reliant on the school sending reminders.
- The school reserves the right to hold students' diploma, reports, any stamped documents, transcripts and/or transfer certificates until all the school accounts are settled.
- 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.
- **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 can be submitted by cash deposit, cheque, credit card at main campus, or cash deposit at ABK-Bank all with **the student ID**. *Please find below the bank details:*

Bank account name: Child and Society Development institution

Bank name: ABK Egypt

Bank account # : 913707

Branch name: Smart Village branch