

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. Landline: 35370100/200 or by emailing: [registration@svs.edu.eg](mailto:registration@svs.edu.eg)

Also please follow the school's website and official social media pages where our open-days are announced. [www.svs.edu.eg](http://www.svs.edu.eg)

### Step 1 – Admission

Complete the application form online: <https://svs.edu.eg/new/lycee/inscription/> and upon receiving an email, you will be requested to visit our campus to submit the required documents:

2 photos, 2 original computerized birth certificate and Nursery/School report.



### Step 2 – Assessment

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 by our Student Affairs department 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 enrollment 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.

### Step 5 – Documents


Other admission documents will be requested by the Student Affairs office: [shayaly@svs.edu.eg](mailto:shayaly@svs.edu.eg)

## Payments

Grade	Born in	Enrollment Fees (EGP) (one-time payment)	Tuition Fees (EGP)	Academic Resources and Accreditation Fees (EGP)	Activity Fees (EGP)
PS	2019	15000	88334	8500	3000
MS	2018	15000	88334	8500	3000
GS	2017	15000	88334	8500	3000
CP	2016	14000	91610	9500	3000
CE1	2015	14000	91610	9500	3000
CE2	2014	14000	94232	9500	3000
CM1	2013	13000	94232	10000	3000
CM2	2012	13000	96855	10000	3000
Sixième	2011	11000	100130	10500	7000
Cinquième	2010	11000	100130	10500	7000
Quatrième	2009	11000	103407	10500	7000
Troisième	2008	11000	106030	11000	7000
Seconde	2007	10000	106030	11000	7000
Première	2006	10000	108648	11000	7000
Terminale	2005	10000	111273	11000	7000

**Note:** School fees are subject to increase.

### Other Payments

Fees:	Amount in EGP:
<u>Application and assessment fees:</u>	A one-time payment due at the time of filing the school application form, payable before the assessment date, it covers the application and assessment costs for each applicant.
<u>Transportation fees:</u>	Full route: <ul style="list-style-type: none"> <li>○ 20500 (Standard routes)</li> <li>○ 22000 (Solaimaneya)</li> </ul> Half route: <ul style="list-style-type: none"> <li>○ 15400</li> </ul>
<u>Cantine fees:</u>	○ 10,000 obligatory served hot meals for grades from PS to CE2.
<u>Smart bracelet:</u>	<ul style="list-style-type: none"> <li>○ 250 for canteen (located in playgrounds) users - first purchase</li> <li>○ 200 for non-canteen users - first purchase</li> <li>○ 150 for new bracelet - second purchase</li> </ul>
<u>Uniform:</u>	School uniform is obligatory for all students, it is available in our store (located in campus) and on our online store. Kindly visit our website: <a href="http://www.svs.edu.eg">www.svs.edu.eg</a> and check it out. 
<u>Exams and Technology:</u>	<ul style="list-style-type: none"> <li>○ External examinations are excluded and to be announced in due time.</li> <li>○ All educational levels, starting <b>CE2</b> will be required to use lpad/laptops as part of the educational programme.</li> </ul>
<u>Students' life activities:</u>	The school trips, camps, after-school activities, and excursions are all excluded, and to be announced in due time.

**Note:** The school follows the updated fees bulletin issued by the Ministry of Education.

### Payment System

Due Dates:	Description:
June 1st till June 15th, 2022	25% of basic tuition fees + 100% of transportation fees
August 1st till August 15th, 2022	25% of basic tuition fees + 50% of academic resources and accreditation fees + 50% cantine fees
November 1 <sup>st</sup> till November 15 <sup>th</sup> , 2022	25% of basic tuition fees + 50% of academic resources and accreditation fees + 50% cantine fees
February 1 <sup>st</sup> till February 15 <sup>th</sup> , 2023	25% of basic tuition fees + 100% of activity fees

**Note:** Terms and conditions apply

### Discounts

Type:	Percentage rate:
<u>Family Discounts:</u>	In case of a sibling joining the school, the following discounts apply: <ul style="list-style-type: none"> <li>▪ 10% off the basic tuition fees for the 2<sup>nd</sup> child</li> <li>▪ 5% off the basic tuition fees for the 3<sup>rd</sup> child.</li> </ul>
<u>Full Fees Payment Discount:</u>	5% discount will be applied on the tuition fees, in case of yearly full fees payment in advance, when payment is conducted before August 15 <sup>th</sup> , 2022.
<u>Smart Village Employees Discount:</u>	5% discount will be applied on the tuition fees, for Smart Village employees, upon showing an HR letter every year.

**Note:** Please refer to the financial department for any inquiries about the eligible discounts.

## Payment Methods

**Campus:** Payments can be submitted by cash deposit, cheque, or credit card at the finance office in the school campus.

- **Note:**  
Payments by credit card are accepted without any additional charges.

**Bank:** Payments can be submitted by cash deposit at ABK-Bank - Smart Village branch, please find below the bank details:

**Bank account name:** Child and Society Development institution

**Bank name:** ABK Egypt

**Bank account #:** 913707

**Reference:** The student ID number

- **Note:**  
Please make sure that you include the Student ID in the description of the transfer to facilitate the payment registration and tracking.

**Wire transfer:** Please use the following details for local and international wire transfers:

**Account Name:** Child and Society Development institution

**Account number:** 913707

**IBAN:** EG21001800150000000000913707

**Bank Name:** Al Ahli Bank of Kuwait – Egypt

**Branch Name:** Smart Village Branch

**Swift Code:** ECBAEGCAXXX

**Reference:** The student ID

- **Note:**  
Wire transfers may take few days to be credited to the school account so please consider this to ensure your compliance with the payment due date.

**Online:** Payment online via credit card is available

**Cheques:**

- The bank is instructed not to accept any cheques so please make sure that cheques are only presented to the finance department at the school.
- Stamp the check from the bank for the authenticity of the signature before presenting it to the finance department.

**CIB:** We have partnered with CIB to make your tuition payments easier!  
In collaboration with CIB, you can enjoy 0% interest instalments plan to pay your children's tuition fees over 12 months upon using CIB credit card at the school finance department. If you don't have a CIB credit card. Text "school" to 4435 to apply to this installment plan.

## 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.
- 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.
- Any given discounts will be removed if payments are not settled by the above due dates.
- 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.
- In case of bank transfers, please make sure that all bank charges are paid from the sender's account and not deducted from the transferred amount.

## Refund Policy

- The refund of basic tuition fees is in accordance with the Ministry of Education regulations.
- All withdrawal/refund requests must be submitted at the Student Affairs Department by sending an email to [shayaly@svs.edu.eg](mailto:shayaly@svs.edu.eg) All calculations of the refunded amounts will be based upon the date of the withdrawal request sent through email.
- 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.
- The table below shows the percentage of the refunded fees/due to the school that must be settled to proceed with the financial clearance of the student:

If the withdrawal notice is presented before the 15th of August 2022	<p><u>The following amount will be refunded:</u></p> <ul style="list-style-type: none"> <li>• 90% of the transportation fees</li> </ul>
If the withdrawal notice is presented before the 1st of September 2022	<p><u>The following amounts will be refunded:</u></p> <ul style="list-style-type: none"> <li>• 90% of the enrollment fees</li> <li>• 90% of the due tuition fees (first and second installments)</li> <li>• 100% of the academic resources and accreditation fees</li> <li>• 75% of the transportation fees</li> <li>• 100% of the canteen fees</li> <li>• 100% of the activity fees</li> </ul>
If the withdrawal notice is presented after the 1st of September 2022	<p><u>The following amounts will be refunded:</u></p> <ul style="list-style-type: none"> <li>• 50% of the due tuition fees (first and second installments)</li> <li>• 50% of the transportation fees</li> <li>• 75% of the canteen fees</li> <li>• 100% of the activity fees</li> </ul>
If the withdrawal notice is presented after the 1st of October 2022	<p><u>The following amounts will be refunded:</u></p> <ul style="list-style-type: none"> <li>• 50% of the due tuition fees (first and second installments)</li> <li>• 50% of the canteen fees</li> <li>• 100% of the activity fees</li> </ul>
If the withdrawal notice is presented after the 1st of January 2023	No money is to be refunded

## Late Entry Policy

- Students enrolled during the months of September, October, November, and December will be liable for the full tuition, academic resources and accreditation fees, transportation fees, and activity fees.
- Students enrolled afterwards will be subject to the following discounts:

From January 1st till March 31st, 2023	25% discount is to be applied on tuition and 40% of canteen.
From April 1st till the end of the school year	40% discount is to be applied on tuition and 70% of canteen.

- Academic resources, accreditation fees, 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.
- All due fees must be paid before the student's first day of school.

## Contact us

Landline: 02-35370100/ 200  
Help desk: 010-90049003  
Student affairs: shayaly@svs.edu.eg  
School Email: lyceevoltaire@svs.edu.eg

