



Conditions for the Payment of School Fees

Notification of Annual Fees

The invoice for the annual school fees at the ICS will be issued in the month of February, before the academic year starts in September.

Payment of Annual Fees

This should be made in full, by cash or by three equal post-dated cheques, **submitted together before March 15th** and dated respectively: March 15th 2011, August 15th 2011 and December 15th 2011. A place in the school in September 2011 will NOT be confirmed until the above payment(s) has or have been received.

Registration Fees

A non-refundable registration fee is payable for each child when a place is offered to an applicant. For students returning to the ICS within a year of departure, no new registration fee will be charged.

Sibling Discount

A discount is awarded to the 3rd and subsequent children from one family attending the ICS. For the third child there is a reduction of 25% on the total annual tuition fee; for the fourth and subsequent children a reduction of 50% on the total annual tuition fee is applied.

Payment for Parts of the Term

The minimum payment for any period of a term will be 50% of the whole term fees. For any period in excess of six weeks in any one term the fees for the whole term will be payable.

Refunding of Fees

The School requires one full term's written notice of withdrawal. Written notice that a pupil will leave at the end of a term must therefore be received by the Finance Manager before the first day of the previous term. If information about leaving is received after the first day of that term, the board reserves the right to charge two extra term's fee in lieu of proper notice. Any refund is subject to 5% administrative fees.

Non-payment of Fees

If the parents fail to pay the school fees before the start of the academic year/term, the son or daughter shall not be admitted. If an outstanding balance has occurred during the course of the year, after being so reminded, the son or daughter shall not be retained in the school and his / her termination shall be final and without prejudice to the right of the school to claim the unpaid school fees.

I have read and understand these conditions; furthermore I accept them and agree to comply with them.

Name(s) of child(ren) admitted into the ICS:

Name of Parent or Legal Guardian:

Signature:

Mobile Number:

Date:

 / / 2011

Please keep a copy of this completed form for your records and return the original to school.