



Tuition Fees and Shedule of payment 2024/2025

FEES	Nursey	Pre-School	Reception	Year 1 - 6	Year 7 - 11	Year 12 - 13
Registration fee	\$200	\$200	\$200	\$200	\$200	\$200
Security deposit	N/A	N/A	N/A	\$1,500	\$1,500	\$1,500
Capital levy	N/A	N/A	N/A	\$2,000	\$2,000	\$2,000
Annual fee	\$4,964	\$4,964	\$7,899	\$10,884	\$13,579	\$14,544
Quarterly fee	\$1,241	\$1,241	\$1,975	\$2,721	\$3,395	\$3,636

Registration

At the time of registration, a non-refundable assessment fee of US\$200, or the Kwacha equivalent, is payable.

Security Deposit

A security deposit of US\$1500. is paid to offset any loss in tuition fees, breakages of equipment, and materials still outstanding at the time of the withdrawal. The full amount will be returned provided three months' written notice of withdrawal of a child from school is given and all textbooks and other materials are returned in good condition. All breakages are charged at replacement cost. Any book losses are normally charged at the time, at the full Forex replacement cost plus a 50% handling and shipping charge. The security deposit is billed at \$375 per quarter for 4 quarters. Security deposit is only payable from Year 1.

Capital Levy

The capital levy fee is US\$2,000, which, once paid, is not refundable. It is payable on the admittance of each child to ISL, from Year 1 onwards. These fees are used for the development of the school. For families enrolling more than one child, a 50% discount on the capital levy shall be given to the 2nd and subsequent child/ren. The capital levy is billed at \$500/quarter for 4 quarters. Any returning student will be exempted from paying the capital levy.

Tuition Fees and Schedule of Payment

The level of tuition fees shall be established annually by the Board and shall be based upon anticipated income expenditure for the coming financial year. Fees are subject to revision by the Board and may be readjusted quarterly. Invoices are issued in US dollars. Payments are made in US dollars or Zambian Kwacha. Kwacha payments are calculated at the rate of the day of payment.

Discount Policies

- Sibling tuition fee discount for the third or more sibling - 5%
- Sibling capital levy discount for the second or more sibling - 50%

Description	Payment deadline
Quarter 1	12 August 2024
Quarter 2	28 October 2024
Quarter 3	7 January 2025
Quarter 4	01 April 2025

The tuition fee for each student shall be available to parents/guardians on the EdAdmin portal, a minimum of 30 days before the beginning of each quarter. Tuition is payable for a full quarter unless a Monthly Payment Agreement (MPA) has been arranged and signed by the parent. The MPA attracts a 5% levy, which is included in each monthly payment.

Mid-Quarter Enrollment/Withdrawal

For students enrolled after the beginning of the quarter, the following rates will be applied:

- Attendance of 50% or more of a quarter - full quarter fees
- Attendance of 25% or less than 50% of a quarter - 50% of fees
- Less than 25% attendance of a quarter - 33% of fees
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Parents who inform the administration in writing of their intention to withdraw their children during the course of the quarter and do so on or before the first day of the quarter will pay fees in the proportions outlined above.

ISL Bank Account Details

Bank Name: First National Bank (FNB)

Account Name: International School of Lusaka

Account Number: 62537375702

Currency: USD

Branch Name: Commercial Suite

Branch Code: 260001

Swift BIC No: FIRNZMLX

Correspondent Bank: JPMORGAN CHASE TRUST

Swift Code: CHASUS33

NB: When making payment, please include the ISL reference number provided on the invoice or statement.

In order for the School to maintain a vibrant educational programme, it requires that all association members are aware of and adhere to the tuition schedule and fee policy. Management has the responsibility to ensure that fees are well managed, collected and reported in a consistent, reasonable, systematic and timely manner.

