

## THE JUNIOR AND SENIOR SCHOOL – FEE POLICY FOR 2022-2023

### 1. Introduction

The Junior and Senior School is a not-for-profit school and the school tuition fees are its primary source of income. The fees for each academic year are set by the Board of Governors.

The fees are reviewed annually by the Board of Governors and are determined by considering any increases in foreseeable costs, so that the school is able to sustain its premises, ensure competitive wages to staff members as well as maximize its available resources and educational provision.

This document contains the relevant information regarding the fee policy of the Junior and Senior School, including information on the level of tuition fees and other expenses, discounts and methods of payment. It is important that Parents and Guardians read and understand the information within this document as it forms the School's Fee Policy for all new and existing students.

### 2. Tuition Fees for the academic year 2022-23

The following is a listing of the Junior and Senior School fees and timing of prepayments required for the academic year 2022-23 only:

CLASS YEAR	Prepayment		Autumn Term	Spring Term	Summer Term	TOTAL
	15 Mar 2022	11 Apr 2022				
Payment Due By	22 June 2022	21 Oct 2022	8 Feb 2023			
	€	€	€	€	€	€
Early Years 1		500	1,533	1,533	1,534	5,100
Early Years 2 and 3		500	1,516	1,517	1,517	5,050
Reception, Years 1 and 2		500	2,000	2,000	2,000	6,500
Years 3 and 4		500	2,333	2,333	2,334	7,500
Years 5 and 6		500	2,383	2,383	2,384	7,650
Year 7	700		2,366	2,367	2,367	7,800
Year 8		700	2,366	2,367	2,367	7,800
Year 9		700	2,400	2,400	2,400	7,900
Years 10 and 11		700	2,416	2,417	2,417	7,950
Years 12 and 13		700	2,450	2,450	2,450	8,050



The above-mentioned fees are not inclusive of the miscellaneous expenses listed out in Appendix 1. It should be noted that an additional charge of €500 per year should apply to students who join the Sports School at the Senior School.

### **3. Fee Agreement**

All new students who are admitted to the School, as well as existing students moving from one educational level to another such as Early Years 3 to Reception or primary to secondary education (Year 6 to Year 7) will be requested to sign a Student Fee Agreement. The Student Fee agreement is the agreement which will govern the fees applicable for the whole period of the Student's tuition at the School. Fee projections for the different levels of education can be found in Appendix 2.

### **4. Relevant information**

#### **4.1. Prepayment fee**

The Prepayment fee is necessary to allow the smooth operation of the School and it must be paid at the prescribed date and/or deadline to secure a place for the next academic year at the School. The amount paid constitutes part of the next academic year's fees.

The payment of the Prepayment Fee for the next academic year will be accepted by the School only after all outstanding fees and/or administration charges in relation to all the academic years preceding the academic year which the payable prepayment fee concerns have been settled.

**The Prepayment Fee is non-refundable and non-transferrable for any reason.**

#### **4.2. Administration charge**

An administration charge of €50.00 per child will be imposed if a payment is not made by the applicable term fee deadline. All payments, whether made by bank transfer, direct payment to the bank, or card payment, must be credited to the School's bank account by the payment due dates indicated by the School to avoid the Administration Charge being imposed.

The imposition of the administration charge may be imposed to all three term deadlines during each academic year, with a maximum total of €150.

For any amount paid, the payment is first appropriated to the settlement of any administration charges and then to the settlement of any fees due at the date of payment.

#### **4.3. Development fee**

The Development fee of €800 is a one-off payment made by the student at the beginning of their tuition at the School, over and above any tuition fees charged. This is a non-refundable fee and it is used for the development of the School during the student's tuition period.

#### **4.4. Renovation fee**

The Renovation fee of €600 is a voluntary interest-free loan paid to the School in two instalments of €300, over a two-year period. This amount will be refunded when the student leaves the School, upon request.

#### **4.5. Departing students**

A full term's notice of intention to remove the student from the School must be given to the Management of the School by the Parents in writing. Any omission in abiding with the above obligation will result in the Parents being liable for the payment of the entire next term's fees, irrespective of whether the next term fees will concern the current or the next academic year.

#### **4.6. Other notes**

The student will not be guaranteed a place with the School for the academic year 2022-23 if either any fees and/or any administration charge(s) of the previous academic year, including the Prepayment fee for the next year are not settled by the payment dates determined by the School.

Moreover, the student will not be admitted to the School in September 2022 for the academic year 2022-2023 if the fees or the administration charge for the academic year 2021-2022, the Prepayment and the first term fees or first two monthly instalments for the following academic year 2022-2023 are not settled by the due dates.

The School may from time to time implement remote learning. The tuition fees will not be refunded whenever learning is provided online.

### **5. Discounts**

#### **5.1. Early payment discounts for the academic year 2022-2023**

Parents choosing to pay in advance for the next academic year will receive an early payment discount as follows:

Child's position in the family	Percentage of discount if payment made by 15 June 2022	Percentage of discount if payment made by 31 August 2022
1	5%	3%
2	5%	3%
3+	3%	2%

This discount is applicable on the Autumn, Spring and Summer terms only and not on the amount of the Prepayment fee.

The Board of Governors reserves the right to amend the early payment discounts in subsequent academic years.

**5.2. Special discounts for the academic year 2022-2023**

A special discount will be applied for additional children of a family that are attending the School simultaneously in academic year 2022-23 as follows:

Second Child	10% discount
Third+ Child	50% discount

The Prepayment Fee is payable in full. The special discounts apply to the first, second and third term Fees only. The special discounts will only apply provided that the payment for the settlement of fees is received by the payment due by dates as prescribed below.

In applying the special discounts, the child in the highest grade would be charged the tuition fees in full and the special discounts would be applied to the children in lower grades by order of age.

The Board of Governors reserves the right to amend the special discounts in subsequent academic years.

**5.3. Payment dates for discounts to apply**

The discounts apply provided that the **payment for the settlement of fees is received by the following deadline dates:**

Prepayment Fee	15 March 2022 for Year 7 –11 April 2022 for all other year groups
Autumn term fees	22 June 2022
Spring term fees	21 October 2022
Summer term fees	8 February 2023

**5.4. Students joining mid-way through the year**

Students joining mid-way through a term (but before half term) will be charged the Prepayment Fee and the full term’s fee. Students joining mid-way through a term (but after half term) will be charged the Prepayment Fee and 70% of the full term’s fee.

**6. Payments**

**6.1. Introduction**

The fees for each term are invoiced approximately 3-4 weeks before the due date. Payments should be made termly, unless the fees are settled in full before the beginning of the academic year.

### **6.2. Methods of payment for the academic year 2022-2023**

The School does not accept any cash payments. Fees can be settled in one of below the payment methods:

- 1) Bank Payments: Please present your invoice to make payment at any of the following banks:

Bank of Cyprus	Utility 3104 or deposit to Acc. No.: 357025423068 or	IBAN: CY48 0020 0195 0000 3570 2542 3068
Hellenic Bank	Acc. No.: 116-01-090487-01	IBAN: CY67 0050 0116 0001 1601 0904 8701
Alpha Bank	Acc. No.: 206-220-011050-2	IBAN: CY98 0090 0206 0002 0622 0011 0502
Eurobank	Acc. No.: 200-100-262282	IBAN: CY58 0180 0008 0000 2001 0026 2282

- 2) On-line bank transfers  
 3) JCC Smart: Parents can also settle school fees through the JCC Smart portal.  
 4) Standing Orders: Parents that choose the method of monthly payment as stated above.

The School reserves the right to alter these payment methods.

### **6.3. Monthly payment arrangements for the academic year 2022-2023**

By special request, parents can pay the School's term fees in ten monthly instalments (from July until April). A processing fee of €150 will be charged by the School to administer the monthly payment arrangements, which will be payable and due in 10 equal instalments together with the School fees.

It is clarified that the Prepayment Fee should be paid in full before the application mentioned above is made so that the monthly payment arrangements will cover the fees of the three subsequent terms.

Upon approval by the School, a standing order must be set up with the bank and provided to the School. The standing order will be the annual School fees and the processing fee (less the prepayment amount) divided into 10 equal instalments payable by the following dates:

31 July 2022	31 December 2022
31 August 2022	31 January 2023
30 September 2022	28 February 2023
31 October 2022	31 March 2023
30 November 2022	30 April 2023

If the 31 July instalment is missed due to the summer break, two instalments will need to be made by **31 August 2022**.

**The Board of Governors reserves the right to make any alterations to discounts, tuition, fees, conditions and/or schedules as presented above.**

### Appendix 1: Miscellaneous charges for the academic year 2022-2023

The tuition fees are not inclusive of the following miscellaneous charges and expenses:

Miscellaneous charges (for the academic year 2022-23)	€
Application Fee for all new students (one off payment)	200.00
Development Fee (one off payment)	800.00
Laplet Y4, Y5, Y6, Y7, Y8, Y9 and Y10 (one off payment)	500.00
Extended warranty for laplet	60.00
Textbooks / E-Books (Y7 to Y13, per annum)	150.00 – 300.00
Photocopies – Booklets	30.00 – 135.00
Uniform one set girls	184.00
Uniform one set boys	162.00
Compulsory trip Y6	280.00
Inland trips (Y7 to Y13, approximate, per year)	100.00
Inland Geography trip Y10 and Y12	200.00
Inland Biology trip Y13	300.00
Drama trip abroad Y12 and Y13	1,000.00
Art resources	30.00 – 105.00
GCSE / IGCSE approximately each subject	145.00 – 230.00
AS/ A2 approximately each subject	170.00 – 350.00
Surcharge per subject GCSE/IGCSE, AS/A2	50.00 – 100.00
English induction classes for new students (if required)	200.00

The surcharge above is payable either in the Autumn or the Spring Term and will be identified in the statement of School fees for each student.

*Please note: some of the above costs are set by providers outside the School, such as uniforms and books. These figures represent our best estimate given prices provided to us at the time of writing and may be subject to change beyond the School's control.*

## Appendix 2: Projected Annual Tuition for Students

The following charts show the potential maximum tuition for each respective class and year:

### The Junior School (Early Years) – Maximum fee table

CLASS	YEARS	MAXIMUM TUITION
EARLY YEARS 1	2022-2023	€5,100
EARLY YEARS 2	2023-2024	€5,200
EARLY YEARS 3	2024-2025	€5,400

### The Junior School (Reception to Year 6) – Maximum fee table

CLASS	YEARS	MAXIMUM TUITION
RECEPTION	2022-2023	€6,500
YEAR 1	2023-2024	€7,750
YEAR 2	2024-2025	€8,138
YEAR 3	2025-2026	€8,687
YEAR 4	2026-2027	€9,122
YEAR 5	2027-2028	€9,578
YEAR 6	2028-2029	€9,800

### The Senior School (Years 7 to 13) – Maximum fee table

CLASS	YEARS	MAXIMUM TUITION
YEAR 7	2022-2023	€7,800
YEAR 8	2023-2024	€8,200
YEAR 9	2024-2025	€8,715
YEAR 10	2025-2026	€9,250
YEAR 11	2026-2027	€9,750
YEAR 12	2027-2028	€10,250
YEAR 13	2028-2029	€10,500