

THE JUNIOR AND SENIOR SCHOOL – FEE POLICY FOR 2023-24

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 are reviewed annually 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 2023-24

The following is a listing of the Junior and Senior School fees and timing of payments required for the academic year 2023-24 only:

CLASS YEAR	Prepayment		Autumn Term	Spring Term	Summer Term	TOTAL
	10 Mar 2023	22 Mar 2023	14 June 2023	11 Oct 2023	7 Feb 2024	
Payment Due By	€	€	€	€	€	€
Early Years 2 and 3		500	1,566	1,567	1,567	5,200
Reception, Years 1 and 2		500	2,066	2,067	2,067	6,700
Years 3 and 4		500	2,366	2,367	2,367	7,600
Years 5 and 6		500	2,416	2,417	2,417	7,750
Year 7	700		2,450	2,450	2,450	8,050
Year 8		700	2,450	2,450	2,450	8,050
Year 9		700	2,483	2,483	2,484	8,150
Years 10 and 11		700	2,500	2,500	2,500	8,200
Years 12 and 13		700	2,533	2,533	2,534	8,300

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 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 2023-24 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 2023 for the academic year 2023-24 if the fees or the administration charge for the academic year 2022-23, the Prepayment fee and the first term fees or first two monthly instalments for the following academic year 2023-24 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 2023-24

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 7 June 2023	Percentage of discount if payment made by 31 August 2023
1	5%	3%
2	5%	3%
3+	3%	2%

For payments made by 7 June 2023, the discount is applicable on the Autumn, Spring and Summer term fees only and not on the amount of the Prepayment fee. For payments made by 31 August 2023 the discount is applicable on the Spring and Summer term fees only.

The School reserves the right to amend the early payment discounts in subsequent academic years.

5.2. Special discounts for the academic year 2023-24

A special discount will be applied for additional children of a family that are attending the School simultaneously in academic year 2023-24 as follows:

Second Child	10% discount
Third+ Child	30% 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 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 School 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	10 March 2023 for Year 7 – 22 March 2023 for all other year groups
Autumn term fees	14 June 2023
Spring term fees	11 October 2023
Summer term fees	7 February 2024

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 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 2023-24

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	Acc. No.: 357025423068	IBAN: CY48 0020 0195 0000 3570 2542 3068
Hellenic Bank	Acc. No.: 116-01-090487-01	IBAN: CY67 0050 0116 0001 1601 0904 8701
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 2023-24

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 a copy should be provided to the School. The standing order will be the annual School fees and the processing fee (excluding the prepayment fee amount) divided into 10 equal instalments payable by the following dates:

31 July 2023	31 December 2023
31 August 2023	31 January 2024
30 September 2023	28 February 2024
31 October 2023	31 March 2024
30 November 2023	30 April 2024

If the 31 July instalment is missed due to the summer break, two instalments will need to be made by **31 August 2023**.

The School reserves the right to unilaterally make any alterations to discounts, tuition fees, conditions and/or schedules as presented in the present Fee Policy and the Appendices hereto.

Appendix 1: Miscellaneous charges for the academic year 2023-24

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

Miscellaneous charges (for the academic year 2023-24)	€
Application Fee for all new students (one off payment)	200
Development Fee (one off payment)	800
Voluntary Renovation Fee	600
Participation in Sports School (Y7 to Y13, if applicable)	500
Laplet Y4, Y5, Y6, Y7, Y8, Y9 and Y10 (one off payment)	550
Extended warranty for laplet	60
Textbooks / E-Books (Y7 to Y13, per annum)	150 – 300
Photocopies – Booklets (Y7 to Y13, per annum)	30 – 135
Uniform one set girls	184
Uniform one set boys	162
Compulsory trip Y6	300
Inland trips (Y7 to Y13, approximate, per year)	100
Inland Geography trip Y10 and Y12	200
Inland Biology trip Y13	300
Drama trip abroad Y12 and Y13	1,000
Art resources	30 – 105
GCSE / IGCSE approximately each subject	145 – 230
AS/ A2 approximately each subject	170 – 350
Surcharge per subject GCSE/IGCSE, AS/A2	50 – 100
English induction classes for new students (if required)	200

The surcharges noted above are 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 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	2023-2024	€6,700
YEAR 1	2024-2025	€7,750
YEAR 2	2025-2026	€8,300
YEAR 3	2026-2027	€8,900
YEAR 4	2027-2028	€9,300
YEAR 5	2028-2029	€9,800
YEAR 6	2029-2030	€10,000

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

CLASS	YEARS	MAXIMUM TUITION
YEAR 7	2023-2024	€8,050
YEAR 8	2024-2025	€8,715
YEAR 9	2025-2026	€9,200
YEAR 10	2026-2027	€9,700
YEAR 11	2027-2028	€10,100
YEAR 12	2028-2029	€10,500
YEAR 13	2029-2030	€10,700