

# THE JUNIOR AND SENIOR SCHOOL FEE POLICY FOR 2024-25

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**Authors:** Bursar

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## THE JUNIOR AND SENIOR SCHOOL – FEE POLICY FOR 2024-25

### 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 2024-25

The following is a listing of the Junior and Senior School annual fees and timing of termly payments required for the academic year 2024-25 only:

CLASS YEAR	Prepayment		Autumn Term	Spring Term	Summer Term	TOTAL
	5 Mar 2024	28 Mar 2024	12 June 2024	18 Oct 2024	11 Feb 2025	
Payment Due By	€	€	€	€	€	€
Early Years 2		500	1,733	1,733	1,734	5,700
Early Years 3		500	1,633	1,633	1,634	5,400
Reception		500	2,166	2,167	2,167	7,000
Years 1 and 2		500	2,233	2,233	2,234	7,200
Years 3 and 4		500	2,466	2,467	2,467	7,900
Years 5 and 6		500	2,516	2,517	2,517	8,050
Year 7	700		2,550	2,550	2,550	8,350
Year 8		700	2,550	2,550	2,550	8,350
Year 9		700	2,583	2,583	2,584	8,450
Years 10 and 11		700	2,616	2,617	2,617	8,550
Years 12 and 13		700	2,650	2,650	2,650	8,650

The annual tuition fees comprise of the prepayment fee and the termly fees, indicated above.

The above-mentioned fees are not inclusive of miscellaneous expenses listed out in Appendix 1.

### **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, upon request when the student leaves the School.

#### **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.

Departing students who have settled the tuition fees in full may be eligible for a refund based on the above notice period. The School reserves the right to offset any refund arising against pending charges (including but not limited to administration fees, After-School Club fees, afternoon activities fees or any other fees due to the School).

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

The student will not be guaranteed a place with the School for the academic year 2024-25 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 2024 for the academic year 2024-25 if the fees or the administration charge for the academic year 2023-24, the Prepayment fee and the Autumn term fees or first two monthly instalments for the following academic year 2024-25 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 2024-25**

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

Child's position in the family	Percentage of discount* if payment made by 5 June 2024	Percentage of discount* if payment made by 31 August 2024
1	5%	3%
2	5%	3%
3+	3%	2%

\*For payments made by 5 June 2024, the discount is applied on the Autumn, Spring and Summer term fees only and not on the amount of the Prepayment fee. For payments made by 31 August 2024 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 2024-25**

A special discount will be applied for additional children of a family that are attending the School simultaneously in academic year 2024-25 as follows:

Second Child	10% discount
Third+ Child	30% discount

The Prepayment Fee is payable in full. The special discounts are applied to the first, second and third term fees invoices. 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 Special discounts are applied before the early payment discounts (where applicable). 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	5 March 2024 for Year 7 – 28 March 2024 for all other year groups
Autumn term fees	12 June 2024
Spring term fees	18 October 2024
Summer term fees	11 February 2025

**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 2024-25**

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 below.

The School reserves the right to alter these payment methods.

### **6.3. Monthly payment arrangements for the academic year 2024-25**

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 2024	31 December 2024
31 August 2024	31 January 2025
30 September 2024	28 February 2025
31 October 2024	31 March 2025
30 November 2024	30 April 2025

If the 31 July instalment is missed due to the summer break, two instalments will need to be made by **31 August 2024**.

**The School reserves the right to 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 2024-25

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

Miscellaneous expenses and charges (indicative for the academic year 2024-25)	€
Application Fee for all new students (one off payment)	200
Development Fee (one off payment)	800
Voluntary Renovation Fee	600
Sports School fee (entry criteria apply) – Tennis	850
Sports School fee (entry criteria apply) – Football	750
Sports School fee (entry criteria apply) – Individual Athletes	500
Sports School post-workout training sessions meals (approximate annual estimation) – compulsory for Tennis and Football athletes, optional for Individual athletes	550
Sports School ergometric tests (for 3 annual tests), compulsory for all athletes	50
Laplet Y5, Y6, Y7, Y8, Y9 and Y10 (one off payment)	550
Extended warranty for laplet	70
Textbooks / E-Books (Y7 to Y13, per annum)	150 – 300
Photocopies – Booklets (Y7 to Y13, per annum)	30 – 135
Uniform one set girls	200
Uniform one set boys	180
Rental of graduation gowns	40
Graduation tickets (per ticket)	50-65
Graduation book (Y13)	80
Compulsory trip Y6	320
Inland Compulsory Y7 trip	100
Inland trips (Y7 to Y13, approximate, per year)	120
Inland Geography trip Y10 and Y12	220
Inland Biology trip Y13	320
Compulsory Drama trip abroad Y12 and Y13	1,200
Art resources	30 – 105
GCSE / IGCSE external examination fee approximately each subject	145 – 230
AS/ A2 external examination fee approximately each subject	170 – 400
Annual Surcharge per subject GCSE/IGCSE, AS/A2	50 – 100
English induction classes for new students (if required)	300
EAL/SEN specialty/ GMAT enhanced provision (offered by invitation only)	200 – 1,200

The GCSE/IGCSE and AS/A2 surcharges noted above are invoiced together with the Summer Term fees and will be identified in the statement of School fees for each student. The surcharges are not eligible for early payment or special discounts and are invoiced to all students studying towards these subjects.

**For 2024-25:**

- A €50 surcharge will be levied on Y10 and Y11 students studying Biology, Chemistry, Physics, PE and Art at GCSE/ IGCSE level.
- A €50 surcharge will be levied on Y12 and Y13 students studying Biology, Chemistry, Physics, PE and Art at AS/A2 Level.

*Please note: some of the above costs are set by providers outside the School, such as external examination fees, laptops, trips, rentals, 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	2024-2025	€5,700
EARLY YEARS 3	2025-2026	€6,000

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

CLASS	YEARS	MAXIMUM TUITION
RECEPTION	2024-2025	€7,000
YEAR 1	2025-2026	€8,300
YEAR 2	2026-2027	€8,900
YEAR 3	2027-2028	€9,300
YEAR 4	2028-2029	€9,800
YEAR 5	2029-2030	€10,000
YEAR 6	2030-2031	€10,500

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

CLASS	YEARS	MAXIMUM TUITION
YEAR 7	2024-2025	€8,350
YEAR 8	2025-2026	€9,200
YEAR 9	2026-2027	€9,700
YEAR 10	2027-2028	€10,100
YEAR 11	2028-2029	€10,500
YEAR 12	2029-2030	€10,700
YEAR 13	2030-2031	€11,235