



# WOODFORD SCHOOL LUSAKA

## TUITION FEES PAYMENT POLICY

1. All payment must be made in Zambian Kwacha.
2. Parents/guardians wishing to pay fees in Cash can do so through our Accounts Office.
3. Cheque payment: If paying by cheque, cheque should be made payable to **Woodford School Lusaka**.
  - 3.1. **Dishonoured Cheques:** There will be an administrative surcharge of K500.00 to parents/guardians whose cheque payment will be dishonoured. This charge in no way waives any legal options or obligations the School may have relating to dishonoured cheques and outstanding liabilities.  
After instances of dishonoured cheques, the general rule is that said cheques will no longer be accepted from said parents.
4. Bank Deposit/Transfer: Parents can also make fees payment by direct deposit or bank transfer into either of the following bank accounts:

<b>BANK:</b>	Stanbic Bank Zambia	<b>ACCOUNT NAME:</b>	Woodford School Lusaka Limited
<b>ACCOUNT NUMBER:</b>	9130002131734	<b>BRANCH:</b>	Mulungushi
<b>CITY:</b>	Lusaka, Zambia		
<b>SORT CODE:</b>	04-00-15	<b>SWIFT CODE:</b>	SBICZMLX
<b>BANK:</b>	First National Bank Zambia	<b>ACCOUNT NAME:</b>	Woodford School Lusaka Limited
<b>ACCOUNT NUMBER:</b>	62468111572	<b>BRANCH:</b>	Commercial
<b>CITY:</b>	Lusaka, Zambia		
<b>SORT CODE:</b>	26-00-01	<b>SWIFT CODE:</b>	FIRNZMLX
<i>Please ensure that the Family Account Number and Names of Child/Grade being paid for appears on the Deposit slip/transfer Reference</i>			

All bank charges (your bank and the school's bank charges) relating to the transfer will be paid by parent/guardian.

- 4.1. It is important that parents/guardians provide a copy of the Deposit slip/Transfer confirmation/advice to the School Accounts Office. This can be by physical copy or by sending a copy of the proof of payment as a PDF file attachment by email to [accounts.lusaka@woodfordschools.net](mailto:accounts.lusaka@woodfordschools.net). The School will issue a formal receipt upon confirmation that funds have been credited into its bank account.
- 4.2. The School will not be liable for any inconvenience caused by failure to properly inform the Accounts Office of such payment.
5. Tuition fees for a particular term are due *in full by the last day of the previous term. School places can only be secured by timely settlement of fees account as charged.*
6. There will be a late payment charge levied per each month onwards on accounts not paid on time from the date of the due date until full payment is received
7. Tuition fees not paid by the due date will result in the child being required to stay at home and withholding of term reports, records and transcripts until the account is fully settled.
8. No pupil with any outstanding balance from previous term will be allowed to attend classes from day one of current term under any circumstances until the account is fully settled.
9. If you have paid your fees in advance, no further payment is required on that term's invoice even if fees for that term are adjusted.
10. **Early Payment Discount** is applicable on **Tuition Fees** payments received for the coming term and where payment is made prior to invoices being sent out (which is normally at least a month before the Invoice due date).
11. Parents/guardians who are unable to pay the full term's tuition fees on the defined due date have to engage the School Accounts Office before the due date.
12. From time to time, the School may offer discounts on tuition fees under certain terms and conditions. Parents can obtain copy of terms and conditions for existing discounts (including Family and Corporate discounts) from the School Accounts Office. Discounts offered may change from time to time, and parents/guardians will be notified of such changes prior to effecting them.
  - 12.1. All discounts are only applicable where fees are settled in full by the due date (last day of the previous term). Discounted amounts will be reversed where payment is received after the due date.
13. The School reserves the right to charge an additional penalty fee in exceptional circumstances.
14. One Term's notice is required in writing to the Chief Accountant of your intention to depart from the School to avoid being billed for the coming term.
15. **Security Deposit** - A deposit of 60% of current termly tuition fees may be levied on accounts with bad payment record. This deposit shall be held until the payment record is normalised, subject to periodic review. Liquidation of Security Deposits shall be carried out by converting them into tuition fees.
  - 15.1. The School reserves full discretion in defining the criteria relating to assessment of payment records.
16. **Late Admission** - When a child is enrolled after the start of the school year/term, tuition will be pro-rated. However, if the child/pupil is enrolled before the midterm point, then the full tuition fee will apply.
17. **Early Withdrawal and Tuition Fee Refund** - The tuition fee is paid per term. If a child is withdrawn after attending school for any part of the term, the full termly fee will apply and any refund will apply to any subsequent terms already paid for. However, in order to provide a refund, the School must receive written notice of withdrawal One Full term prior to the term of withdrawal.
18. **Withdrawal of a child for defined period of time** - A child can be taken out of school for a maximum of one term without losing her/his place in their respective class. 50% of the tuition of the defined period has to be paid irrespective of the length of the temporary withdrawal period.
19. All PTA related fees and charges must be paid in full and no payment plan/agreement can be entered into these.
20. Any breach of the Terms and Conditions stated herein will result in the pupil being required to stay at home until the situation is resolved.
21. Please note that School Management has no discretion to vary/depart from these conditions.