



1. All payment must be made in Zambian Kwacha.
2. Cash: Parents/guardians wishing to settle accounts in Cash can do so through our Accounts Office.
3. Bank Deposit/Transfer: Parents can also make payment by direct deposit or bank transfer into either of the following bank accounts:

BANK:	First National Bank Zambia	ACCOUNT NAME:	Woodford School Lusaka Limited		
ACCOUNT NUMBER:	62468111572	BRANCH:	Commercial	SORT CODE:	26-00-01
		CITY:	Lusaka, Zambia		
BANK:	Stanbic Bank Zambia	ACCOUNT NAME:	Woodford School Lusaka Limited		
ACCOUNT NUMBER:	9130002131734	BRANCH:	Mulungushi	SORT CODE:	04-00-15
		CITY:	Lusaka, Zambia		

- 3.1. It is important that parents/guardians provide the School Accounts Office with a copy of the deposit Slip/transfer confirmation/advice that indicates the Family Account Number being paid for. 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. The School will issue a formal receipt upon confirmation that funds have been credited into its bank account.
- 3.2. The School will not be liable for any inconvenience caused by failure to effectively inform the Accounts Office of any payment.
- 3.3. All bank charges (your bank and the school's bank charges) relating to the transfer will be paid by parent/guardian.
4. Fees and Charges 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.**
5. A late payment fee will be charged per each month onwards on accounts not paid on time from the date of the due date until full payment is received
6. Fees and Charges 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.
7. 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.
8. 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.
9. Parents/guardians who are unable to pay the full term's Fees and Charges on the defined due date are required to engage the School Accounts Office before the due date.
10. From time to time, the School may offer discounts on Fees and Charges under certain terms and conditions. Discounts offered may change from time to time, and parents/guardians will be notified of such changes prior to effecting them.
11. All discounts are only applicable where amounts due 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.
12. The School reserves the right to charge an additional penalty fee in exceptional circumstances.
13. 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.
14. **Caution Fee** - A deposit of 60% of current termly Fees and Charges will be levied on accounts with bad payment record. This deposit shall be held until the payment record is normalised, subject to periodic review. The School reserves full discretion in defining the criteria relating to payment records. The School reserves full discretion in defining the criteria relating to assessment of payment records.
15. **Late Admission** - When a learner is enrolled after the start of the school year/term, fees and charges will be pro-rated. However, where such enrolment is before the midterm dates of the at particular term, then the full fees and charges will apply.
16. **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 fees and charges 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.
17. **Withdrawal of a child for defined period of time** - A learner can be taken out of school for a maximum of one term without losing their place in the respective class. 50% of the fees and charges applicable for the defined period will have to be paid irrespective of the length of the temporary withdrawal period.
18. All PTA related fees and charges must be paid in full and no payment plan/agreement can be entered into these.
19. Any breach of the Terms and Conditions stated herein will result in the learner being required to stay at home until the situation is resolved.
20. Please note that School Management has no discretion to vary/depart from these conditions.