**Casa Dei Bambini Montessori School**

**School Fees Payment Policy**

1. Payment maybe made in US dollars or Zambian Kwacha
2. If paying by Kwacha, please contact the business office to confirm the Kwacha rate.
3. Please make checks payable to Casa Dei Bambini Montessori School
4. If paying by US check drawn on a US bank, please make your check payable to Casa Dei Bambini Montessori School. If your bank is in the US, please add $30.00 USD to the amount to cover bank charges.
5. If paying by Kwacha transfer or US bank transfer from a local account please transfer to:

Casa Dei Bambini Montessori School

Indo Zambia Bank – Crossroads Branch

Kwacha Account: 0232030000125

US Dollar Account: 0232031000009

Swift/Sort Code: INZAZMLX

Routing Code: 090023

* **All bank (your bank and the school’s) charges relating to the transfer must be paid by yourself**

1. Tuition fees payments are due by the date specified in the invoice. There will be a 2% late fee charge per month from the due date.
2. A non-refundable enrollment fee will be charged for each new student admitted to the school.
3. An annual materials fee will be charged for each new student admitted to the school and each existing student wishing to continue for the following school year.
4. Early withdrawal and Tuition fees refund: the fees are divided by three terms. In order to provide a refund the school must receive written notice of withdrawal one month prior to the date of withdrawal.
5. Families with more than one child enrolled at the school will be given a 9% discount on the annual fee for the second child. There is no discount on the enrollment fee and materials fee.
6. Casa Dei Bambini is an established school and we fully expect to operate in Lusaka for many years. However if the school were be forced to suspend operations due to circumstances beyond its control, revenue from school fees would first be used to meet the school financial obligations and remainder would be refunded.

**PLEASE ENSURE THAT YOUR CHILD’S NAME APPEARS ON ALL TRANSFERS**