



FOUNDED 1900

THE ENGLISH SCHOOL
A SECOND CENTURY OF EXCELLENCE

School Fee Payment Policy

The English School

The person responsible for Policy	Ursula Pantelides
Ratified by	Stuart Walker, Headmaster
Version Number, last date updated	v.2 – November 2023
Date Approved	29 th November 2023
Review Period	Yearly
Next Review date	November 2024

Table of Contents

Rationale 2

Payment of School Fees 2

Fee increases 2

Bursaries and Fees 3

Year One Academic Scholarships 3

Notice of withdrawal from School 3

Rationale

Prompt payment of school fees is essential to ensure the smooth running of the School. This Policy aims to provide a robust, non-discriminatory and fair approach to fee collection and how non-payment of fees is dealt with at the School.

Payment of School Fees

The School's fee payment policy is as follows:

The Parents shall pay to the School and shall be liable to the School for all tuition fees in relation to the Student, including any fees and/or levies and/ or rights, for the whole duration of the tuition of the Student at the School as published online and as amended from time to time at the School's absolute discretion.

- Students will not be permitted to proceed to the next year of studies if there is any outstanding amount by 31st May.
- Year 7 students will not be issued the Apolytirion if there is any outstanding debt by 31st May. or permitted to participate in the graduation ceremony.
- Students will not receive their academic reports if there is any outstanding debt 3 days before the reports are due to be released.

The above financial obligation of the Parents towards the School shall extend to any and all expenses and/or costs related and/or arising from and/or incidental to the Student's daily attendance at the School, including, without limitation, the cost of books and/or any other study material, uniforms, and the participation of the Student in events/activities/competitions, excursions organised by the School.

Fee increases

Fees are reviewed annually and are subject to increase from time to time to reflect inflationary changes and the needs of the School. The School operates as a not-for-profit organisation. The fee increases are made to ensure that a healthy reserve is maintained to enable the School to serve and safeguard its future.

Current Tuition Fees for the Academic Year 2023-24

Lower School	
Academic year	Tuition Fees
Form 1	€8.500
Form 2	€8.500
Form 3	€8.500

Middle School	
Academic year	Tuition Fees
Form 4	€8.500
Form 5	€8.500

Upper School	
Academic year	Tuition Fees
Form 6	€8.500
Form 7	€8.500

Bursaries and Fees

Bursaries are awarded each year to students whose families face economic hardship and who meet the required criteria.

Parents can visit our website for instructions on how to apply, or they can contact our Finance department on 22 799 367 or 22 799 321 for further assistance.

Second child fee reduction

If you have two children concurrently at the School, the second child's school fees are reduced by 10%

Third child fee reduction

If you have three children concurrently at the School, the third child's school fees are reduced by 50%

Year One Academic Scholarships

The English School will offer the following scholarships for 2023-2024 entrants, to be awarded according to their performance in the Entrance Examinations:

- First Place: **100%** of the First Year tuition fees
- Second Place: **50%** of the First Year tuition fees
- Third Place: **50%** of the First Year tuition fees

Notice of withdrawal from School

We trust that children will be very happy at The English School but if it is necessary to withdraw a child, for example, due to family relocation, the procedure is as follows:

Parents should email the Headteacher outlining the reasons for withdrawing the child and the timeline: head@englishschool.ac.cy, copied to ursula.pantelides@englishschool.ac.cy

The Admissions Office will subsequently arrange an exit interview with parents.