



## Fee Policy 2026 (Pre-Nursery)

The following rates and figures apply to pupils of the Pre-Nursery at the Trident Preparatory Lusaka in 2026. Generally, fees are reviewed annually but the Board reserves the right to adjust fees more frequently if necessary.

### Application Fee

This payment is due when parents complete a formal application for a place at the school for their child. It is a once-off fee and is non-refundable. The fee is applicable for each application.

**Registration Deposit:** A refundable registration deposit is payable, which is equal to one term's school fees.

### Entry:

Once the school has offered a place to a child, this payment becomes due immediately. The registration payment guarantees a pupil's place at the school.

### Registration Deposit Top up:

Top up of registration deposit billings will be done on student exit from Pre-Nursery to Nursery, considering the initial deposit paid at the time of entry and the deposit due at the time of movement across to the primary school.

### Exits:

Registration deposits are credited to the fee account when a child leaves the school. Credit balances on the accounts will be refunded within six weeks of the departure date. Registration Deposits will be refunded less bank charges.

### Sundry Charges

The cost of other items such as nappies, creams and other sundries etc. (if not supplied) will be charged to the account and are payable on presentation.

### School Fee

This fee is for tuition only.

### Trident Prep Lusaka Pre- Nursery (Fees in USD)

Fees	Pre Nursery (Little Ants)	
Application fee	USD	120
Registration deposit	USD	850
Annual School fee	USD	2,550
Termly Fee	USD	850

## Fee Policy Guidelines

1. **Currency:** All payments must be made in ZMW - in advance for the term.
2. **Payments:** This bill must be settled in Zambian Kwacha equivalent (using the market exchange rate on the date of settlement) as per bank of Zambia directive.
3. **Term Payment Deadlines:** School Fees are billed prior to the commencement of each term and are due on presentation of the invoice but not later than:

Description	Payment Deadline
Term 1	06-Jan-26
Term 2	29-Apr-26
Term 3	07-Aug-26

4. **Payment Plans:** Unfortunately no Payment Plans available for this class
5. **Interest on Late Payments:** Unpaid accounts, including missed payment on Payment Plan, will attract interest at the rate of 2% per month.
6. **Payment Details:**

Account name:	Trident Educare Ngwerere Limited
Bank:	First National Bank
Address:	Manda Hill Branch, Lusaka
Bank code:	260014
Account type:	Zambian Kwacha
Account No:	62908166029 ZMW

7. **Proof of Payment:** Email deposit confirmation to [accounts@trident-prep.com](mailto:accounts@trident-prep.com) and [tpl@trident-prep.com](mailto:tpl@trident-prep.com) with your child's name and Student Account Code as reference.
8. **Bank Charges:** All bank charges (yours and the school's) for cheques, direct transfers, or cash deposits are the responsibility of the payer.
9. **FQM Employees:** School fees for FQM employees' dependents are deducted a month in advance via FQM payroll.
10. **No Cash Payments:** Cash payments must be deposited directly into the school's bank account. A receipt will be issued once the deposit is reflected in Trident Prep Lusaka account. Alternatively, payment can be made at school through the POS
11. **Consequences of Non-Payment:** Failure to pay fees by the due date may result in withholding of your child's report and potential exclusion from school.
12. **Sundry Charges:** These will not be billed to accounts in arrears.
13. **Withdrawal Notice:** A full term's written notice is required when withdrawing a child. Failure to provide notice will result in a charge of one term's fees.
14. **Pro-Rated Fees:** Fees for children enrolled after the start of the term will be pro-rated. If enrolled before midterm, full fees apply.
15. **Temporary Withdrawal:** A child may be withdrawn for up to one term without losing their place, provided 50% of the term's fees are paid.
16. **Damaged Property:** Any damage to school property caused by a pupil will be billed to the parent's account.
17. **Unclaimed Credits:** Unallocated credits and unclaimed balances will be transferred to the Student Bursary Account after 12 months.
18. **Policy Breach:** Breach of these terms may result in the exclusion of your child until the issue is resolved.
19. **Requests for Leniency:** Any request for leniency in applying these terms should be addressed to the Head, who will present it to the Trident Prep Lusaka Finance & Risk Committee.