Integrity
Respect
Reflection
Responsibility
Innovation

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tpl@trident-prep.com
www.trident-lusaka.com

TRIDENT PREPARATORY LUSAKA

Fee Policy 2027

The following rates and figures apply to all pupils at the Trident Preparatory Lusaka in 2027. 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 - Entry:

Once the school has offered a place to a child, this payment becomes due. 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 prep school (Year 6) and entry into the College (Year 7) considering the initial deposit paid at the time of entry and the deposit due at the time of movement across to college.

The revised deposit rate for 2027 comes into effect on 1 November 2026.

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 by less bank charges.

Sundry Charges

The cost of other items such as uniforms, stationery, trips, exam fees, medical expenses etc, paid on behalf of a child, will be charged to the account and are payable on presentation.

School Fee

This fee is for tuition only.

Fees	Nursery (Early Years)	Reception	Year 1-3	Year 4-6
Application fee	USD 190	USD 190	USD 190	USD 190
Registration deposit	USD 1,770	USD 2,583	USD 3,010	USD 3,150
Annual School fee	USD 4,500	USD 7,750	USD 9,030	USD 9,450
Termly Fee	USD 1,500	USD 2,583	USD 3,010	USD 3,150
Exams Fees				
Checkpoint	USD 92			

Fee Policy Guidelines

1. **Currency:** All payments must be made in ZMW.
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. **Exam Fees:** Term 1 billings will include examination fees (where applicable) for students in examination classes, as indicated above each table.
4. **Discount for Advance Payment**: A 5% discount applies for full payment of annual fees received by 6 January 2027.

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5. **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-27
Term 2	30-Apr-27
Term 3	13-Aug-27

6. **Payment Plans:** Parents may elect to settle school fees via a payment plan. Requests to pay via a Payment Plan must be made by 4 December 2026 and addressed to tpl@trident-prep.com.

   Payment Plans run for 10 months from January to October.

7. **Interest on Late Payments:** Unpaid accounts, including missed payment on Payment Plan, will attract interest at the rate of 2% per month.

8. **Payment Details:**

Account name:	Trident Educore Ngwerere Limited
Bank:	First National Bank
Address:	Commercial Suite Branch, Lusaka
Bank code:	260001
Account type:	Zambian Kwacha
Account No:	62908166029 ZMW

9. **Proof of Payment:** Email deposit confirmation to accounts@trident-prep.com and tpl@trident-prep.com with your child's name and Student Account Code as reference.
10. **Cheque Payments:** Cheques are no longer accepted by Trident Prep Lusaka as a means of payment.
11. **Bank Charges:** All bank charges shall be borne by the payer.
12. **FQM Employees**: School fees for FQM employees' dependents are deducted a month in advance via FQM payroll.
13. **Sibling Discount:** A 5% discount applies to the third and subsequent children when at the school together, excluding pre-nursery and those whose fees are deducted via FQM payroll.
14. **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.
15. **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.
16. **Sundry Charges:** These will not be billed to accounts in arrears.
17. **Withdrawal Notice:** A full term written notice is required when withdrawing a child. Failure to provide notice will result in a charge of one term's fees.
18. **Pro-Rated Fees**: Fees for children enrolled after the start of the term will be pro-rated. If enrolled before midterm, full fees apply.
19. **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.
20. **Lost/Damaged Books:** Any unreturned or damaged books will be charged at USD 25 per book.
21. **Damaged Property:** Any damage to school property caused by a pupil will be billed to the parent's account.
22. **Bursarial Support:** Pupils receiving bursarial support are not eligible to participate in discretionary tours and trips.
23. **Fee Arrears:** Pupils with fee accounts in arrears are not eligible to participate in tours and trips.
24. **Unclaimed Credits:** Unallocated credits and unclaimed balances will be transferred to the Student Bursary Account after 12 months.
25. **Policy Breach:** Breach of these terms may result in the exclusion of your child until the issue is resolved.
26. **Requests for Leniency:** Any request for leniency in applying these terms should be addressed to the Head, who will present it to the Educore Finance & Risk Committee.