Smart Village Schools – Kipling is open for applicants of all nationalities of both genders. Acceptance in the school is subject to student assessment, family interview and availability of a place.

Enrolment Steps

Orientation
Applicants are welcome to contact the school for an orientation meeting. Appointments can be scheduled in advance by calling the reception desk during school working hours, Sunday through Thursday, from 9 a.m. to 2:00 p.m.

Step 1 - Application
Submit an online enrolment application through the school website www.svs.edu.eg. Only completed applications will be considered.

Step 2 - Assessment and Family interview
The school will contact parents to schedule student assessments and family interviews. Student assessments are conducted by certified school teachers. Both parents are required to attend the family interview when applicable.

Step 3 - Registration
Acceptance of a student is subject to the results of steps 1 and 2 as well as the availability of a place. Upon acceptance, a deadline will be announced for the payment of registration fees. If payments are not secured within this period, the school will not guarantee the available place. Parents will also be informed of any pending paperwork requirements.

Step 4 - Payment
School fees will be paid according to the payment schedule specified hereunder.

Registration Documents
- SVS completed application form
- 12 recent passport-size photos
- Original computerized birth certificate
- Stamped transfer documents and the last school report(s) where applicable
- SVS medical record with vaccination certificates
- Student’s academic reports for the current and previous years
- Transportation record where applicable
- Both Egyptian and non-Egyptian students transferring from schools abroad will require additional documents that will be explained by the school registrar.

Payments

Application and assessment Fees
EGP 1200 A one-time non-refundable payment due at the time of filling the school application form. It covers the application and assessment costs for each applicant.

<table>
<thead>
<tr>
<th>Grade Level</th>
<th>Age at 1/10/2015</th>
<th>Registration (non-refundable)</th>
<th>Tuition Fees</th>
<th>Books and resources</th>
</tr>
</thead>
<tbody>
<tr>
<td>Foundation 1</td>
<td>3½ yrs. old</td>
<td>9000</td>
<td>36500</td>
<td>2500</td>
</tr>
<tr>
<td>Foundation 2</td>
<td>4½ yrs. old</td>
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<td>2500</td>
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<tr>
<td>Form 1</td>
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<td>7000</td>
<td>39000</td>
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<td>7000</td>
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<tr>
<td>Form 5</td>
<td>9½ yrs. old</td>
<td>7000</td>
<td>43000</td>
<td>4050</td>
</tr>
<tr>
<td>Form 6</td>
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<td>7000</td>
<td>45500</td>
<td>4050</td>
</tr>
<tr>
<td>Form 7</td>
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<td>5000</td>
<td>45500</td>
<td>4600</td>
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<tr>
<td>Form 8</td>
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<td>4600</td>
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<td>Form 11</td>
<td>15½ yrs. old</td>
<td>0</td>
<td>52000</td>
<td>5200</td>
</tr>
</tbody>
</table>

Other Payments
- Transportation fees are EGP 7000 for all areas, except Heliopolis, Nasr city and different morning and afternoon pickup addresses EGP 7500
- SVS uniform is obligatory for all students.
- Fees due payable for international examinations and accreditation parties.
- School trips, camps, events after-school activities and excursions.
- At certain grades, students might be required to use laptops as part of the educational program.
Family Discounts
In case of a sibling joining the school, the following discounts apply:

10% off the basic tuition fees for the 2nd child and 5% off the basic tuition fees for the 3rd child.

*At all times, only one discount is applicable at a time for each student.

Refund Policy
CSDI Board of Trustees has approved the following procedural guidelines regarding the payment of refunds of school tuition fees in accordance with the Egyptian Ministry of Education regulations.

Refund of Basic Tuition Fees:
- All withdrawal requests have to be presented in writing to the Students’ Affairs Department. All calculations of the refunded amounts will be based upon the date of the written withdrawal request.
- If a student is withdrawn before September 1st then 90% of the due tuition fees, 100% of the book fees and 100% of the canteen fees will be refundable.
- If a student is withdrawn after September 1st then the due tuition fees, book fees and canteen fees are fully non-refundable.

Refund of Transportation Fees:
- If the withdrawal notice is presented at least 10 days before the first day of school as per the published school calendar, 90% of the paid transportation fees will be refunded. Otherwise, the transportation fees are fully non-refundable.

Notes:
- This policy is subject to change to comply with the Egyptian Ministry of Education’s regulations and CSDI board of Trustees decisions. Should this policy change, it will be announced to parents.

Late Entry Policy
Students enrolled on or before 31st of December will be liable for the full tuition, books and transportation fees. Students enrolled afterwards will be subject to the following discounts:

For enrolment from 1st of January to 31st of March: 75% of tuition, transportation fees are payable.
For enrolment from 1st of April until the end of the school year: 60% of tuition, bus fees are payable.

- Books fees must be paid in full at all times.
- Late enrolment is always subject to the approval of the Ministry of Education and to the school registration policies.

Payment Methods
School fees are to be paid in three instalments as follows:

<table>
<thead>
<tr>
<th>Instalment</th>
<th>Deadline</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>11/06/2015</td>
<td>25% of basic tuition fees + 100% of transportation fees</td>
</tr>
<tr>
<td>2</td>
<td>03/09/2015</td>
<td>25% of basic tuition fees+ 100% of books, educational resources</td>
</tr>
<tr>
<td>3</td>
<td>04/02/2016</td>
<td>50% of basic tuition fees</td>
</tr>
</tbody>
</table>

- No student will receive the diploma, report, transcript and/or transfer certificate unless all the school accounts have been settled.
- Please mark these dates on your calendar. It is the parent’s full responsibility to abide to the above payment deadlines with no prior reminder from the school.
- Payment vouchers for each instalment are prepared by the school and sent to parents electronically via e-mail. In case of not receiving the voucher before the specified deadline please refer to the school administration.
- It is crucially important for parents to make sure that all their contact information is updated in the school records to avoid missing any of our e-mails and/or SMS.
- The payment vouchers should be printed and presented to the bank as per the instructions on the voucher. Payments can be submitted by cash deposit, cheque or wire transfer. All relevant bank details will be communicated to parents.
- It is ESSENTIAL for parents to keep the deposit slip in a safe place and present it to the school whenever requested as proof of payment. Payments should be deposited in the account name mentioned on the voucher only.