

**Fee Schedule
Academic Year 2026**

Program	Registration Fee Non Refundable	Assessment Fee Non-Refundable	Annual Tuition Fee			Total Tuition
			Term 1 Due 15th Dec	Term 2 Due 15th April	Term 3 Due 15th Aug	
Baby Beginner	1,500	500	7,500	7,500	7,500	22,500
Baby Class	1,500	500	7,500	7,500	7,500	22,500
Middle Class	1,500	500	7,000	7,000	7,000	21,000
Reception	1,500	500	7,000	7,000	7,000	21,000
Grade 1	1,500	500	8,500	8,500	8,500	25,500
Grade 2	1,500	500	8,500	8,500	8,500	25,500
Special Needs Tuition Fees						
Baby Beginner	1,500	500	15,000	15,000	15,000	45,000
Baby Class	1,500	500	15,000	15,000	15,000	45,000
Middle Class	1,500	500	15,000	15,000	15,000	45,000
Reception	1,500	500	15,000	15,000	15,000	45,000
Grade 1	1,500	500	15,500	15,500	15,500	45,500
Grade 2	1,500	500	15,500	15,500	15,500	45,500

Please refer to the Tuition and Withdrawal Policy

Email: info.kalundu@greensproutpreparatory.com

Tel: [0776455223](tel:0776455223)

Lower Primary School Plot No 6803/16, Chivalamabwe Road Olympia Extension, Lusaka Upper Primary School Plot No. Lus/5867, Kasiya Crescent, Off Great East road-Kalundu, Lusaka

30th July 2025

Dear Parents and Guardians,

Subject: Notification of 2026 Fee Structure Update

Warm greetings from Greensprout Preparatory School.

We are pleased to inform you that for the ***third consecutive year***, our ***2026 tuition fees will remain unchanged for Baby class, middle class reception and Primary***. However new students joining the beginner class of 2026 will notice an increase in beginner fees if they

had previously enquired, placing the new beginner fees at **K7500.00**. The increase in beginner fees has been necessitated by the scheduled revamp of our early years centre, with great emphasis on Montessori and the curiosity approach. We are confident that our little sprouts will not only love the environment but that these developments will enhance the learning experience and overall milestone development for all of them.

This decision reflects our commitment to ensuring quality education remains accessible and affordable for all our families.

However, we would like to notify you of **upward adjustments in optional service fees**, effective from **Term 1, 2026**. These adjustments are necessary to maintain the quality and sustainability of these services amid rising operational costs. Additionally in line with our The changes are as follows:

Aftercare Fees:

- o Current: **K2,250 per term** o New: **K3,000 per term** o **Increase of K750**, representing a **33.3%** adjustment

Lunch Fees:

- o Current: **K741 per month** o New: **K850 per month** o **Increase of K109**, representing a **14.7%** adjustment

We remain dedicated to providing exceptional service and value, and we appreciate your continued support and understanding. Should you have any questions regarding these adjustments, please do not hesitate to contact the school administration office.

Thank you for being a valued part of the Greensprout community.

Warm regards,

Accounts Department Greensprout
Preparatory School

GREENSPROUT PREPARATORY SCHOOL
SCHOOL FEES POLICY

1. Payment Structure

School fees are payable *termly* or *annually*.

2. Payment Deadline and Method

All school fees must be deposited into the school account *on or before the due date*, and *in full before the start of the term*.

- a) Payments must be made via bank transfer or deposit in the name of **Greensprout Preparatory School**, using the *child's name as a reference*.
- b) Proof of payment (deposit slip or transfer confirmation) must be presented to the **Accounts Office** for a school receipt to be issued.

Account Details:

KALUNDU CAMPUS

Bank Name: Stanbic
Branch: Arcades
Account No: 9130005995640
Branch Code: 040010
Swift Code: SBICZMLX

OLYMPIA CAMPUS

Bank Name: Stanbic
Branch: Arcades
Account No: 913004425565
Branch Code: 040010
Swift Code: SBICZMLX

3. Optional Services Fees

a) **Lunch Meals**

Payment must be made monthly, in full, at the *beginning of each month* to the respective Airtel Money account to access lunch services:

- o Olympia Campus: +260972782070
- o Kalundu Campus: +260776455223

b) **Aftercare Services**

Fees for Aftercare must be paid *in full* on or before the *due date and start of the term*.

4. Payment Deadlines and Penalties

- a) School fees and Aftercare fees for each term are due by the *15th of the holiday month* (prior to the start of term).
- b) **Outstanding balances** must be cleared before payment for the upcoming term can be accepted.
- c) **Consequences for Late Payment** include:

Plot No 6803/16, Chiwalamabwe Road Olympia Extension, Lusaka

greensproutprep@gmail.com +260 979 311 732 / +260 977 270 947

- o Learner may be asked to stay at home.
- o Term reports, academic records, and transcripts will be **withheld** until full payment is made.

5. Payment Plan Option

Under the Greensprout Payment Plan:

- o **75% of fees** must be paid by the due date.
- o The remaining **25%** must be settled **before the term begins**.
- o Late payments will incur **10% monthly interest**.

6. Mid-term Enrolment o Full term fees apply for any enrolment after term has started.

- o Fees for enrolments **after midterm** will be **prorated**.

7. Refund Policy

School fees are **non-refundable** once paid.

8. Late Pick-Up Fee

Learners not collected on time will attract a **K200 per hour** late pick-up fee.

9. Unpaid Fees

Any school fees **unpaid at the end of the term** will be forwarded to an **external debt collector and legal practitioner**. Parents/Guardians will be liable for all related legal fees.

10. Breach of Policy

Violation of any of the above terms may result in **temporary exclusion** of the learner from school and if unresolved may lead to legal liabilities.

11. Authority of School Management

School management **cannot vary or waive** any of the above terms under any circumstances.

ACKNOWLEDGEMENT AND AGREEMENT

I, the undersigned parent/guardian of _____ (Name of Learner), have read, understood, and agreed to the above **School Fees Policy** of Greensprout Preparatory School.

Parent/Guardian Name: _____

Signature: _____ **Date:** _____ **Phone**

Number: _____