

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:**

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

Lunch Fees:

- Current: **K741 per month**
- New: **K850 per month**
- **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

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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:

- Olympia Campus: **+260972782070**
- 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:

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

5. **Payment Plan Option**

Under the Greensprout Payment Plan:

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

6. **Mid-term Enrolment**

- Full term fees apply for any enrolment after term has started.
- 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: _____



Little minds today, great achievers tomorrow

Fee Schedule Academic Year 2024-2027				Annual Fees			
Program	Registration Fee -Non refundable	Assessment Fee-Non Refundable	PTA-Per Term	Term 1	Term 2	Term 3	Total Tuition Fees
Montessori(Beginner and Baby Class) Little Daisies	1,500	500	100	7,500	7,500	7,500	22,500
Middle Class - Tulips	1,500	500	100	7,500	7,500	7,500	22,500
Reception Class - Sun Flower	1,500	500	100	7,500	7,500	7,500	22,500
Year 1-3	1,500	500	100	8,500	8,500	8,500	25,500
Upper Primary 4-6	1,500	500	100	10,500	10,500	10,500	31,500

Other Fees -Aftercare Applicable to ALL Other than Primary and Billed Termly: Lunch Billed Monthly

Aftercare -Termly				3,000	3,000	3,000	9,000
Lunch Termly	850	850	850	2,250	2,250	2,250	6,750

Extracurricular Activities -ECE : Billed Monthly

				TM1	TM2	TM3	YTD
Soccer	450	450	450	1,350	1,350	1,350	4,050
Ballet	450	450	450	1,350	1,350	1,350	4,050
Music	450	450	450	1,350	1,350	1,350	4,050
Art and Craft	450	450	450	1,350	1,350	1,350	4,050
Coding	500	500	500	1,500	1,500	1,500	4,500

Banking Details

All Tuition Fees to be deposited in the School Account- POP to be shared to finance department

Email:accounts@greensproutpreparatory.com

Narration: Childs Full names

Other Fees

To be deposited into the airtel money accounts

Olympia Campus:+260-972762070

Kalundu Campus :+260-776455223

NOTE:

All Fees for the upcoming term are due and payable In full by the end of the current term