



LAKE ROAD PTA SCHOOL

P O Box 320042 Woodlands Lusaka, Zambia

Tel: Administration: 263901, Primary: 262295 & Secondary: 260616

Website: www.lakeroadptaschool.ac.zm

Tuition Fees Policies

1. Lake Road PTA School has a payment policy of NO CASH for School fees.
2. All School fees MUST be paid into the following School Bank Account:

INVESTTRUST BANK A/C		ZANACO BANK A/C	
A/C Name:	Lake Road PTA School	A/C Name:	Lake Road PTA School - Revenue
A/C No.:	050110004514016	A/C No.:	5697472300236
BANK ID:	170005	Branch:	Woodlands
SORT Code:	VSTRZMLU	Bank Code:	085
Branch:	Arcades	SORT Code:	010085
		Swift Code:	ZNCOZMLU

3. Three deposit slips MUST be completed and clearly indicated the Name(s) of the child(ren) & their grade(s) or class(es).
4. School fees paid **before** the School opens in **FULL FOR RETURNING PUPILS** will be discounted by 5%.
5. The discounted 5% incentive for paying School fees early **FOR RETURNING PUPILS** is **NOT** applicable to the **OUTSTANDING** School Fees accumulated from previous Term(s).
6. A reminder shall be sent to parents for pupils owing **any balance of fees** for the term at the end of the **Second week** after School opens.
7. School fees paid **Two weeks after** the School opens **FOR RETURNING PUPILS** will attract a penalty of 5% on the full fees due.
8. Pupils whose fees are not settled in full by the end of the **Fourth week** when School opens shall be asked to stay away from class until payment is made.
9. Every **new entrant pupil** in the School will be required to pay in addition to the Tuition fees and the PTA Fund, the **one-off** other School fees that include an individual Assessment fee, an individual Enrolment fee, and the Project fee per family **before admission**.
10. New pupils shall **ONLY** be admitted in School upon payment of **100%** of the school fees for the term.