



Financial Terms and Conditions

KCIS uses a fixed number of weeks per term so as to divide the school calendar into equal teaching periods. These terms are either 12 or 13 weeks each and do not run exactly as per the traditional international school calendar, but school holidays are inline with the international school calendar. Fees are due the week before the end of the previous term. Please note the fee due dates below.

Term & Fee Dates 2025/26		
	Term Dates	Fees Due
Term 1	18th August 2025 - 21st November 2025	New students: 15th July 2025 Returning students: 1st August 2025
Term 2	25th November 2025 - 13th March 2026	14th Nov 2025
Term 3	16th March 2026- 19th June 2026	6th March 2026

For payment details, please refer to your child's individual financial statement. **Please ensure all deposits are referenced with your child's name to ensure your child's account is credited.**

Fees can be paid at any branch. For payments made online or at the bank, copies of bank slips should be emailed to accounting@kciskampala.com or sent via WhatsApp to the office for verification. Receipts will be issued on request when deposit slips are presented.

Bank Details - Diamond Trust

Bank:	Diamond Trust (DTB)
Account Name:	Kampala Community International Primary School
Account Number:	0094187002
Account Branch:	Ntinda
Swift Code (for International Transfers):	DTKEUGKA

Bank Details - Stanbic Bank

Bank:	Stanbic Bank
Account Name:	Kampala Community International Primary School Ltd
Account Branch:	Lugogo
Account Number:	9030026029553

1. Payment Dates

- School fees are due exactly one week prior to the last day of the previous term. These dates are set out in the Term & Fee Dates.
- Lunch and extended care fees are also due one week prior to the last day of term.
- Clubs and Private Individual Music Lessons must be paid for before a child commences the programme. Children with outstanding balances on these fees may not join the programme until they are cleared.
- Bank transfers should be received by the due date to avoid late charges.
- If a parent has not received an invoice prior to the due date, it is a parents' responsibility to follow up with the accounts team on accounting@kciskampala.com for the invoice.
- Fees for new students must be cleared in full before the student is able to begin at KCIS.
- Spaces for new students can only be confirmed with payment of enrolment and registration fees.
- If part payment is made, it will be allocated to fees before lunch &

clubs.

2. Payments

- School fees are payable in US dollars.
- Any transfer charges should be paid by the parent/guardian. Any bank charges not covered will be debited from next term's fees and an equivalent transfer fee added to the next term's fees.
- Students who enter the school after the start of the term will be charged a full term's fees if before half term and a half term's fees if after half term.

3. Method of Payment

- Fees should be paid into the school bank account.
- Cash can be accepted in the school office for Morning or After Care, uniform, clubs, library costs, school trips, late pick up fees and school event tickets.
- With prior notice, fees can be paid for at the office.
- Mobile money can be accepted for uniform, library costs, school trips, late pick up fees, school event tickets, and fundraising activities.
- Cheques from Ugandan bank accounts are also accepted and may be presented at the bank or the school office. Cheques are payable to Kampala Community International Primary School. A chargeable fee for bounced checks is \$75 USD.

4. Late Payments

- Fees that are paid late are subject to additional fees.
- If a payment is not made within one week of the due date, a \$25 late charge is applicable (unless other arrangements have been made with the Directors).
- For every additional day late, a fee of \$5 will be charged.
- If fees are not paid within twenty one days of the late payment notice, attendance at KCIS will no longer be permitted until fees are paid in full, including the late fees (unless other arrangements have been made with the Directors).
- If fees are not paid within thirty days of the due date, KCIS can no longer hold a space for your child.

- In the case of prolonged default or delay in payment, personal information and details of outstanding school fees may be disclosed to outside agencies for debt collection activities. Any costs associated with collection of outstanding school fees are charged to the parent.
- KCIS reserves the right to withhold a student's work and reports if fees have not been paid.

5. Refunds

- Fees once paid are not refundable.
- If KCIS is forced to move learning online, there is no refund or discount given on fees.

6. Extended Time Away or Withdrawing from KCIS

- If your child is going to be away or withdrawn for an extended period, in order to retain their space at KCIS, term fees are still expected to be paid on time. If you fail to do so, we cannot guarantee your child's space at KCIS and upon re-entering you will be required to re-register your child, including re-payment of the registration fee.
- One term's notice is due when withdrawing your child from school. If less than one term's notice is given, fees are due for the following term.
- If your child is withdrawn, there will be no refund after the fees have been paid.

7. Student Visa Letters

- Student visa letters are only be processed once fees for the current term (or first term in the case of new students) have been paid in full. If fees for the new term are due, they must be paid in full for a student visa letter to be processed.