

Thank you for your interest in applying to [Lycée Albert Camus NEWGIZA](#). This document contains all relevant information and guidance for interested parents. Acceptance in the school is subject to student assessment, family interview and seat availability.

1- Enrolment process



Orientation

Contact the Student Affairs department to register for an orientation session and a campus tour.

Keep an eye on our website and follow us on our social media pages.

All contact information is available in the "Contact us" section below.



Application

Fill out the online application form and receive your "Applicant ID" number on your registered email.

Only applications that are completed online will be considered.



Assessment

Contact the Student Affairs department quoting your "Applicant ID" to book an appointment for the assessment and the family interview.

Application fees must be paid before sitting the assessment.

Both parents are required to attend the family interview (when applicable).



Registration

Parents are notified about the application status via email only.

Upon acceptance, an email will be sent with the registration guide and an advance payment voucher to be paid in the bank.

The allocated seat can only be secured by submitting the advance payment on time.

2- School fees

Tuition fees

Grade	Year of birth	Advance payment	Tuition (L.E.)	Educational Resources/Accreditation (L.E.)	Canteen (L.E.)
PS	2017	17,500	85,000	8,250	8,000
MS	2016	17,500	85,000	8,250	8,000
GS	2015	17,500	85,000	8,250	8,000
CP	2014	15,500	90,950	10,500	8,000
CE1	2013	15,500	90,950	10,500	8,000
CE2	2012	15,500	90,950	10,500	8,000
CM1	2011	15,500	90,950	10,500	8,000
CM2	2010	15,500	90,950	10,500	8,000
Sixième	2009	13,500	96,500	12,000	8,000
Cinquième	2008	13,500	96,500	12,000	8,000
Quatrième	2007	13,500	96,500	12,000	8,000
Troisième	2006	13,500	96,500	12,000	8,000
Seconde	2005	10,500	103,800	13,200	8,000
Première	2004	10,500	103,800	13,200	8,000
Terminale	2003	10,500	103,800	13,200	8,000

- Canteen is obligatory** to all our students **from PS to CM2**. Students from Sixième to terminale may opt to cancel the canteen by sending an email to finance@lvng.net. Otherwise, the canteen fees will be charged by default.
- Advance payment is a onetime non-refundable payment** payable as per the deadline specified in the acceptance email to secure the student's seat. If the school started, then all due fees must be paid before the student's start date.

Other fees and payments

Fees	Amount (L.E.)	Notes
Assessment	2,500	Onetime non-refundable. Payable prior to or at the time of assessment. May be paid in cash, credit card or online during filling the application.
Transportation (optional)	19,500	Full route
* subject to change with any modification to the fuel price.	14,625	One route only (either pickup or drop-off).
	25,350	Full route with two different addresses Full route for remote areas (East Cairo, Cairo-Alex desert road compounds located after Beverly Hills).
On-demand Canteen	Charging the cashless card	Details of charging the cashless card are available upon acceptance at our school through the registration guide.
External examinations	Fees for any external examinations (brevet and Baccalauréat) payable to (Lycée Français du Caire)	
Uniform	Uniform is obligatory for all school students.	
Technology	At certain grades, students may be required to bring their own laptops as part of the educational program.	
Student life events	Other fees may be paid for educational trips, excursions, events and different student life activities.	

3- Payments Schedule

Payments are distributed by default over three instalments as follows so please mark your calendars accordingly:

	Deadline (on or before)	Description
1	Thursday, 2 nd of April 2020	10% of the tuition fees, 50% of the resources and 100% of the transportation fees (if applicable)
2	Thursday, 2 nd of July 2020	40% of the tuition fees, 50% of the resources and 50% of the canteen fees (if applicable)
3	Thursday, 3 rd of December 2020	50% of the tuition fees and 50% of the canteen fees (if applicable)

4- Payment methods

Payments may be done using any of the following methods:

Payment type	Location	Payment policies and steps to follow
Online payments	LVNG Portail	<ul style="list-style-type: none"> Login to the school portal Go to the Financial menu and you will be able to pay remotely and securely from there.
Cash	Bank	<ul style="list-style-type: none"> No cash payments are accepted in the school premises. Print the payment voucher from the school portal (access credentials will be given upon acceptance). Present the payment voucher to the teller of any CIB branch in Egypt and deposit the exact amount indicated in the voucher in the following bank account: <ul style="list-style-type: none"> Account Name: New Giza for School Management Account Number: 100021228456 Account Currency: EGP Please make sure to write the Family ID or the Applicant ID clearly in the deposit slip. <ul style="list-style-type: none"> Please keep a copy of the deposit slip as it may be requested by the school to track the payment if needed.
Wire transfer	Bank	<ul style="list-style-type: none"> Please use the following details for local and international wire transfers: <ul style="list-style-type: none"> Account Name: New Giza for School Management Account Number: 100021228456 Account Currency: EGP Swift Code: CIBEEGXX Bank Name: Commercial International Bank (CIB) Branch Name: Zamalek Branch Please make sure that all bank charges are paid from the sender's account and not deducted from the transferred amount Please make sure that you include the Family ID/Applicant ID in the description of the transfer to facilitate the payment registration and tracking. Wire transfers may take few days to be credited to the school account so please consider this to ensure your compliance to the payment due date. <ul style="list-style-type: none"> Once the transfer is done, please send a copy of the transfer form (online or manual) to finance@lvng.net to facilitate the payment tracking and registration.
Credit card	School	<ul style="list-style-type: none"> Payments by credit card are accepted without any additional charges before the specified deadlines. Delayed payments will be subject to bank charges. Parent may opt to: <ul style="list-style-type: none"> pay the full amount of the due instalment. With CIB credit cards ONLY, parents may pay the full amount of the school fees and have it deducted on 6- or 12-months instalments through CIB at no interest.
Cheques	School	<ul style="list-style-type: none"> The bank is instructed not to accept any cheques so please make sure that cheques are only presented to the financial department at the school. Parents may opt to: <ul style="list-style-type: none"> pay the full amount of the due instalment choose a more flexible payment plan by presenting 4 to 12 post-dated cheques with the last one dated April 2021 covering the annual school fees amount. If the parent applies for this option any time after April, then all the due monthly instalments must be fully paid, and the remaining amount may be divided in instalments ending in April. Please refer to the financial department for details.

5- Payment terms and conditions

- Once accepted, parents must activate their school-provided email account to ensure that all the school emails are delivered to them.
- It is crucially important for parents to make sure that their contact information is regularly updated on the school records.
- The Applicant/Family ID must be noted in any payment proof. Failure to do this step, may result in difficulties in the payment's tracking.
- The school is not held accountable for payments that do not reach our accounts due to any reason related to insufficient funds or wire transfer problems. Payments are only considered submitted when they show in the school's bank account.
- Please keep the payment proofs in a safe place to be presented to the school at any time when requested to validate a payment.
- Parents are responsible for ensuring that fees are settled in a timely manner within the deadlines announced by the school in this document and are not reliant on the school sending reminders.
- The school does not send payment vouchers via email or in printed form. They are accessible online through the school's portal. All accepted families will be handed the required credentials to the portal upon acceptance.
- All payments for Egyptian students can only be paid in Egyptian pounds.

6- Discounts

New LVNG families applying this year:

In the case of siblings joining the school, the following discounts apply:

- 10% off the basic tuition fees and 50% on the advance payment fees for the **2nd child**.
- 5% off the basic tuition fees and 50% on the advance payment fees for the **3rd child**.
- 0% off the basic tuition fees and 50% on the advance payment fees for the **4th child onwards**.

N.B.: Siblings' discounts do not apply with any other discounts.

Existing LVNG families:

The same discount scheme applied during the first year of joining the school applies to the new siblings. Please refer to the financial department for any inquiries on the eligible discount.

7- Late entry policy

- Students enrolled during the months of September, October, November and December will be liable for the full tuition, educational resources, canteen and transportation fees.
- Students enrolled afterwards will be subject to the following discounts:

Enrolment period	Tuition fees	Canteen fees	Transportation
From 1 st of January until 31 st of March	25%	25%	25%
From 1 st of April until the end of the school year	40%	40%	40%

- Siblings' discounts are not applicable for late entry.
- Educational resources and accreditation fees must be fully paid.
- Late enrolment is always subject to the approval of the Ministry of Education and the school's registration policies.
- All due fees must be paid before the student's start date.

8- Refund policy

Refunds are processed in accordance with the Egyptian Ministry of Education's regulations as follows:

- All withdrawal/refund requests must be presented by email to the financial department (finance@lvng.net). All calculations of the refunded amounts will be based upon the date of the email only.
- This policy is subject to change to comply with the Egyptian Ministry of Education's regulations and board decisions. Should this policy changes, it will be announced to parents.
- Clearance from the financial department, ICT department (for students who are given school iPads) and the school library is required to issue any refund cheques to the parents.
- The table below shows the percentage of the fees due to the school and must be settled to proceed with the financial clearance of the student:

Date of the withdrawal notice email	Annual tuition fees	Annual Canteen Fees	Annual Transportation Fees	Annual Educational Resources
Before the first day of school	5%	10%	10%	10%
From the 1 st day of school until the last day of the Christmas break	50%	50%	100%	100%
After the last day of the Christmas break	100%	100%	100%	100%

- If the family has any students remaining in the school, then the refunded amount is credited towards their account.

9- Contact Information

	Email	Mobile
General inquiries	lvng@lvng.net	
Student Affairs department	lvng-registrar@lvng.net	01066705773 - 01023258519
Financial department	finance@lvng.net	01011944921
Transportation department	transportation@lvng.net	01066582267 - 01020981612

10- Payments Breakdown

The due dates below indicate the deadlines for the payments. Parents may submit the payments any time before this date.

No discounts												
Instalment	Instalment 1						Instalment 2				Instalment 3	
Due date	2nd of April 2020						2nd of July 2020				3rd of December 2020	
Payment breakdown	As per the acceptance email	10% tuition fees	50% resources	Total	100% transportation	Total with transportation	40% tuition fees	50% resources	50% canteen	Total	50% tuition fees	50% canteen
PS	17,500	8,500	4,125	12,625	19,500	32,125	34,000	4,125	4,000	42,125	42,500	4,000
MS	17,500	8,500	4,125	12,625	19,500	32,125	34,000	4,125	4,000	42,125	42,500	4,000
GS	17,500	8,500	4,125	12,625	19,500	32,125	34,000	4,125	4,000	42,125	42,500	4,000
CP	15,500	9,095	5,250	14,345	19,500	33,845	36,380	5,250	4,000	45,630	45,475	4,000
CE1	15,500	9,095	5,250	14,345	19,500	33,845	36,380	5,250	4,000	45,630	45,475	4,000
CE2	15,500	9,095	5,250	14,345	19,500	33,845	36,380	5,250	4,000	45,630	45,475	4,000
CM1	15,500	9,095	5,250	14,345	19,500	33,845	36,380	5,250	4,000	45,630	45,475	4,000
CM2	15,500	9,095	5,250	14,345	19,500	33,845	36,380	5,250	4,000	45,630	45,475	4,000
Sixième	13,500	9,650	6,000	15,650	19,500	35,150	38,600	6,000	4,000	48,600	48,250	4,000
Cinquième	13,500	9,650	6,000	15,650	19,500	35,150	38,600	6,000	4,000	48,600	48,250	4,000
Quatrième	13,500	9,650	6,000	15,650	19,500	35,150	38,600	6,000	4,000	48,600	48,250	4,000
Troisième	13,500	9,650	6,000	15,650	19,500	35,150	38,600	6,000	4,000	48,600	48,250	4,000
Seconde	10,500	10,380	6,600	16,980	19,500	36,480	41,520	6,600	4,000	52,120	51,900	4,000
Première	10,500	10,380	6,600	16,980	19,500	36,480	41,520	6,600	4,000	52,120	51,900	4,000
Terminale	10,500	10,380	6,600	16,980	19,500	36,480	41,520	6,600	4,000	52,120	51,900	4,000

10% off the basic tuition fees and 50% on the advance payment

Instalment	Instalment 1						Instalment 2				Instalment 3	
Due date	2nd of April 2020						2nd of July 2020				3rd of December 2020	
Payment breakdown	As per the acceptance email	10% tuition fees	50% resources	Total	100% transportation	Total with transportation	40% tuition fees	50% resources	50% canteen	Total	50% tuition fees	50% canteen
PS	8,750	7,650	4,125	11,775	19,500	31,275	30,600	4,125	4,000	38,725	38,250	4,000
MS	8,750	7,650	4,125	11,775	19,500	31,275	30,600	4,125	4,000	38,725	38,250	4,000
GS	8,750	7,650	4,125	11,775	19,500	31,275	30,600	4,125	4,000	38,725	38,250	4,000
CP	7,750	8,186	5,250	13,436	19,500	32,936	32,742	5,250	4,000	41,992	40,928	4,000
CE1	7,750	8,186	5,250	13,436	19,500	32,936	32,742	5,250	4,000	41,992	40,928	4,000
CE2	7,750	8,186	5,250	13,436	19,500	32,936	32,742	5,250	4,000	41,992	40,928	4,000
CM1	7,750	8,186	5,250	13,436	19,500	32,936	32,742	5,250	4,000	41,992	40,928	4,000
CM2	7,750	8,186	5,250	13,436	19,500	32,936	32,742	5,250	4,000	41,992	40,928	4,000
Sixième	6,750	8,685	6,000	14,685	19,500	34,185	34,740	6,000	4,000	44,740	43,425	4,000
Cinquième	6,750	8,685	6,000	14,685	19,500	34,185	34,740	6,000	4,000	44,740	43,425	4,000
Quatrième	6,750	8,685	6,000	14,685	19,500	34,185	34,740	6,000	4,000	44,740	43,425	4,000
Troisième	6,750	8,685	6,000	14,685	19,500	34,185	34,740	6,000	4,000	44,740	43,425	4,000
Seconde	5,250	9,342	6,600	15,942	19,500	35,442	37,368	6,600	4,000	47,968	46,710	4,000
Première	5,250	9,342	6,600	15,942	19,500	35,442	37,368	6,600	4,000	47,968	46,710	4,000
Terminale	5,250	9,342	6,600	15,942	19,500	35,442	37,368	6,600	4,000	47,968	46,710	4,000

5% off the basic tuition fees and 50% on the advance payment fees

Instalment	Instalment 1						Instalment 2				Instalment 3	
Due date	2nd of April 2020						2nd of July 2020				3rd of December 2020	
Payment breakdown	As per the acceptance email	10% tuition fees	50% resources	Total	100% transportation	Total with transportation	40% tuition fees	50% resources	50% canteen	Total	50% tuition fees	50% canteen
PS	8,750	8,075	4,125	12,200	19,500	31,700	32,300	4,125	4,000	40,425	40,375	4,000
MS	8,750	8,075	4,125	12,200	19,500	31,700	32,300	4,125	4,000	40,425	40,375	4,000
GS	8,750	8,075	4,125	12,200	19,500	31,700	32,300	4,125	4,000	40,425	40,375	4,000
CP	7,750	8,640	5,250	13,890	19,500	33,390	34,561	5,250	4,000	43,811	43,201	4,000
CE1	7,750	8,640	5,250	13,890	19,500	33,390	34,561	5,250	4,000	43,811	43,201	4,000
CE2	7,750	8,640	5,250	13,890	19,500	33,390	34,561	5,250	4,000	43,811	43,201	4,000
CM1	7,750	8,640	5,250	13,890	19,500	33,390	34,561	5,250	4,000	43,811	43,201	4,000
CM2	7,750	8,640	5,250	13,890	19,500	33,390	34,561	5,250	4,000	43,811	43,201	4,000
Sixième	6,750	9,168	6,000	15,168	19,500	34,668	36,670	6,000	4,000	46,670	45,838	4,000
Cinquième	6,750	9,168	6,000	15,168	19,500	34,668	36,670	6,000	4,000	46,670	45,838	4,000
Quatrième	6,750	9,168	6,000	15,168	19,500	34,668	36,670	6,000	4,000	46,670	45,838	4,000
Troisième	6,750	9,168	6,000	15,168	19,500	34,668	36,670	6,000	4,000	46,670	45,838	4,000
Seconde	5,250	9,861	6,600	16,461	19,500	35,961	39,444	6,600	4,000	50,044	49,305	4,000
Première	5,250	9,861	6,600	16,461	19,500	35,961	39,444	6,600	4,000	50,044	49,305	4,000
Terminale	5,250	9,861	6,600	16,461	19,500	35,961	39,444	6,600	4,000	50,044	49,305	4,000

0% off the basic tuition fees and 50% on the advance payment fees

Instalment	Instalment 1						Instalment 2				Instalment 3	
Due date	2nd of April 2020						2nd of July 2020				3rd of December 2020	
Payment breakdown	As per the acceptance email	10% tuition fees	50% resources	Total	100% transportation	Total with transportation	40% tuition fees	50% resources	50% canteen	Total	50% tuition fees	50% canteen
PS	8,750	8,500	4,125	12,625	19,500	32,125	34,000	4,125	4,000	42,125	42,500	4,000
MS	8,750	8,500	4,125	12,625	19,500	32,125	34,000	4,125	4,000	42,125	42,500	4,000
GS	8,750	8,500	4,125	12,625	19,500	32,125	34,000	4,125	4,000	42,125	42,500	4,000
CP	7,750	9,095	5,250	14,345	19,500	33,845	36,380	5,250	4,000	45,630	45,475	4,000
CE1	7,750	9,095	5,250	14,345	19,500	33,845	36,380	5,250	4,000	45,630	45,475	4,000
CE2	7,750	9,095	5,250	14,345	19,500	33,845	36,380	5,250	4,000	45,630	45,475	4,000
CM1	7,750	9,095	5,250	14,345	19,500	33,845	36,380	5,250	4,000	45,630	45,475	4,000
CM2	7,750	9,095	5,250	14,345	19,500	33,845	36,380	5,250	4,000	45,630	45,475	4,000
Sixième	6,750	9,650	6,000	15,650	19,500	35,150	38,600	6,000	4,000	48,600	48,250	4,000
Cinquième	6,750	9,650	6,000	15,650	19,500	35,150	38,600	6,000	4,000	48,600	48,250	4,000
Quatrième	6,750	9,650	6,000	15,650	19,500	35,150	38,600	6,000	4,000	48,600	48,250	4,000
Troisième	6,750	9,650	6,000	15,650	19,500	35,150	38,600	6,000	4,000	48,600	48,250	4,000
Seconde	5,250	10,380	6,600	16,980	19,500	36,480	41,520	6,600	4,000	52,120	51,900	4,000
Première	5,250	10,380	6,600	16,980	19,500	36,480	41,520	6,600	4,000	52,120	51,900	4,000
Terminale	5,250	10,380	6,600	16,980	19,500	36,480	41,520	6,600	4,000	52,120	51,900	4,000

15% off the basic tuition fees and 50% on the advance payment fees

Instalment	Instalment 1						Instalment 2				Instalment 3		
Due date	2nd of April 2020						2nd of July 2020				3rd of December 2020		
As per the acceptance email													
Payment breakdown	Advance payment	10% tuition fees	50% resources	Total	100% transportation	Total with transportation	40% tuition fees	50% resources	50% canteen	Total	50% tuition fees	50% canteen	Total
PS	8,750	7,225	4,125	11,350	19,500	30,850	30,600	4,125	4,000	38,725	38,250	4,000	42,250
MS	8,750	7,225	4,125	11,350	19,500	30,850	30,600	4,125	4,000	38,725	38,250	4,000	42,250
GS	8,750	7,225	4,125	11,350	19,500	30,850	30,600	4,125	4,000	38,725	38,250	4,000	42,250
CP	7,750	7,731	5,250	12,981	19,500	32,481	32,742	5,250	4,000	41,992	40,928	4,000	44,928
CE1	7,750	7,731	5,250	12,981	19,500	32,481	32,742	5,250	4,000	41,992	40,928	4,000	44,928
CE2	7,750	7,731	5,250	12,981	19,500	32,481	32,742	5,250	4,000	41,992	40,928	4,000	44,928
CM1	7,750	7,731	5,250	12,981	19,500	32,481	32,742	5,250	4,000	41,992	40,928	4,000	44,928
CM2	7,750	7,731	5,250	12,981	19,500	32,481	32,742	5,250	4,000	41,992	40,928	4,000	44,928
Sixième	6,750	8,203	6,000	14,203	19,500	33,703	34,740	6,000	4,000	44,740	43,425	4,000	47,425
Cinquième	6,750	8,203	6,000	14,203	19,500	33,703	34,740	6,000	4,000	44,740	43,425	4,000	47,425
Quatrième	6,750	8,203	6,000	14,203	19,500	33,703	34,740	6,000	4,000	44,740	43,425	4,000	47,425
Troisième	6,750	8,203	6,000	14,203	19,500	33,703	34,740	6,000	4,000	44,740	43,425	4,000	47,425
Seconde	5,250	8,823	6,600	15,423	19,500	34,923	37,368	6,600	4,000	47,968	46,710	4,000	50,710
Première	5,250	8,823	6,600	15,423	19,500	34,923	37,368	6,600	4,000	47,968	46,710	4,000	50,710
Terminale	5,250	8,823	6,600	15,423	19,500	34,923	37,368	6,600	4,000	47,968	46,710	4,000	50,710