

Thank you for your interest in applying to [Lycée Albert Camus NEWGIZA](http://www.lvng.net). 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.

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	2016	17500	79500	6500	7000
MS	2015	17500	79500	6500	7000
GS	2014	17500	79500	6500	7000
CP	2013	15500	85000	8500	7000
CE1	2012	15500	85000	8500	7000
CE2	2011	15500	85000	8500	7000
CM1	2010	15500	85000	8500	7000
CM2	2009	15500	85000	8500	7000
Sixième	2008	13500	90000	10000	7000
Cinquième	2007	13500	90000	10000	7000
Quatrième	2006	13500	90000	10000	7000
Troisième	2005	13500	90000	10000	7000
Seconde	2004	10500	97000	10800	7000
Première	2003	10500	97000	10800	7000
Terminale	2002	10500	97000	10800	7000

Please note that 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 to secure the student's seat at school once the parents are informed that the student is officially accepted. It is due as per the deadline specified in the acceptance email. **All siblings of our current students receive 50% discount on the advance payment.**

Other fees and payments

Fees	Amount (L.E.)	Notes
Assessment	1500	A onetime non-refundable payment due before the assessment and family interview. It covers the application and assessment costs for each applicant. Assessment fees may be paid in cash or by credit card at school only.
Transportation (optional) <i>* subject to change with any modification to the fuel price.</i>	15500	Full route
	11625	One route only (either pickup or drop-off).
	20150	Full route with two different addresses Full route for remote areas (East Cairo (if applicable), Cairo-Alex desert road compounds located after Beverly Hills).
Canteen	Charging the cashless card	Details of charging the cashless card are available upon acceptance at our school through the registration guide.
External examinations	As determined per test	Fees for any external examinations (brevet and Baccalauréat)
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.

3- Payment methods

Payments to the school may be done through any of the following methods:

Payment type	Location	Details
Cash	Bank	No cash payments are allowed at the school.
Wire transfer	Bank	Please use the following details for local and international wire transfers and make sure that all bank charges are paid from the sender's account and not deducted from the transferred amount: Account Name: New Giza for Schools Management Account Number: 100021228456 Account Currency: EGP Swift Code: CIBEEG CX Bank Name: Commercial International Bank Branch Name: Zamalek Branch
Credit card	School	Payments by credit card are accepted without any additional charges during the payment deadlines. Delayed payments will be subject to bank charges. Please refer to the financial department for details.
Cheques	School	The bank is instructed not to accept any cheques so please make sure that cheques are only presented to the financial department at school. Parents may request to pay the fees with a more flexible payment plan by presenting post-dated cheques as follows: <ul style="list-style-type: none"> 12 monthly cheques dated from the first day of April to March. If the parent applies for this option any time after April, then all due monthly instalments must be fully paid, and the remaining amount may be divided in instalments ending in March. Please refer to the financial department for details.
Online payments	Portail LVNG	Please refer to the financial department for details.

4- Payment terms and conditions

- Please make sure that your Applicant/Family ID is clearly noted in the payment proof. Failure to do this step may result in difficulties in tracking the payment and linking it to your account.
- 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 held accountable and responsible to ensure fees are settled in a timely manner within the deadlines announced by the school and are not reliant on the school sending reminders.
- The school does not send payment vouchers via email. They are accessible online, through the school's website. All accepted families will be handed the required credentials to access them.
- It is crucially important for parents to make sure that all their contact information is updated on the school records to avoid missing any of our e-mails and/or SMS.
- All payments for Egyptian students must only be paid in Egyptian pounds.

5- Discounts

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

- 15%** off the basic tuition fees and 50% off the advance payment fees for the 2nd child
- 10%** off the basic tuition fees and 50% off the advance payment fees for the 3rd child
- 0%** off the basic tuition fees and 50% off the advance payment fees for the 4th child onwards.

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

6- Late entry policy

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

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

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

7- Payment schedule

Second child (15% off the basic tuition fees and 50% off the advance payment)

Instalment	Instalment 1						Instalment 2				Instalment 3		
Due date	As per the acceptance email	15 th of May 2019					1 st of August 2019				5 th of December 2019		
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	6,758	3,250	10,008	15,000	25,008	27,030	3,250	3,500	33,780	33,788	3,500	37,288
MS	8,750	6,758	3,250	10,008	15,000	25,008	27,030	3,250	3,500	33,780	33,788	3,500	37,288
GS	8,750	6,758	3,250	10,008	15,000	25,008	27,030	3,250	3,500	33,780	33,788	3,500	37,288
CP	7,750	7,225	4,250	11,475	15,000	26,475	28,900	4,250	3,500	36,650	36,125	3,500	39,625
CE1	7,750	7,225	4,250	11,475	15,000	26,475	28,900	4,250	3,500	36,650	36,125	3,500	39,625
CE2	7,750	7,225	4,250	11,475	15,000	26,475	28,900	4,250	3,500	36,650	36,125	3,500	39,625
CM1	7,750	7,225	4,250	11,475	15,000	26,475	28,900	4,250	3,500	36,650	36,125	3,500	39,625
CM2	7,750	7,225	4,250	11,475	15,000	26,475	28,900	4,250	3,500	36,650	36,125	3,500	39,625
Sixième	6,750	7,650	5,000	12,650	15,000	27,650	30,600	5,000	3,500	39,100	38,250	3,500	41,750
Cinquième	6,750	7,650	5,000	12,650	15,000	27,650	30,600	5,000	3,500	39,100	38,250	3,500	41,750
Quatrième	6,750	7,650	5,000	12,650	15,000	27,650	30,600	5,000	3,500	39,100	38,250	3,500	41,750
Troisième	6,750	7,650	5,000	12,650	15,000	27,650	30,600	5,000	3,500	39,100	38,250	3,500	41,750
Seconde	5,250	8,245	5,400	13,645	15,000	28,645	32,980	5,400	3,500	41,880	41,225	3,500	44,725
Première	5,250	8,245	5,400	13,645	15,000	28,645	32,980	5,400	3,500	41,880	41,225	3,500	44,725
Terminale	5,250	8,245	5,400	13,645	15,000	28,645	32,980	5,400	3,500	41,880	41,225	3,500	44,725

Third child (10% off the basic tuition fees and 50% off the advance payment)

Instalment	Instalment 1						Instalment 2				Instalment 3		
Due date	As per the acceptance email	15 th of May 2019					1 st of August 2019				5 th of December 2019		
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	7,155	3,250	10,405	15,000	25,405	28,620	3,250	3,500	35,370	35,775	3,500	39,275
MS	8,750	7,155	3,250	10,405	15,000	25,405	28,620	3,250	3,500	35,370	35,775	3,500	39,275
GS	8,750	7,155	3,250	10,405	15,000	25,405	28,620	3,250	3,500	35,370	35,775	3,500	39,275
CP	7,750	7,650	4,250	11,900	15,000	26,900	30,600	4,250	3,500	38,350	38,250	3,500	41,750
CE1	7,750	7,650	4,250	11,900	15,000	26,900	30,600	4,250	3,500	38,350	38,250	3,500	41,750
CE2	7,750	7,650	4,250	11,900	15,000	26,900	30,600	4,250	3,500	38,350	38,250	3,500	41,750
CM1	7,750	7,650	4,250	11,900	15,000	26,900	30,600	4,250	3,500	38,350	38,250	3,500	41,750
CM2	7,750	7,650	4,250	11,900	15,000	26,900	30,600	4,250	3,500	38,350	38,250	3,500	41,750
Sixième	6,750	8,100	5,000	13,100	15,000	28,100	32,400	5,000	3,500	40,900	40,500	3,500	44,000
Cinquième	6,750	8,100	5,000	13,100	15,000	28,100	32,400	5,000	3,500	40,900	40,500	3,500	44,000
Quatrième	6,750	8,100	5,000	13,100	15,000	28,100	32,400	5,000	3,500	40,900	40,500	3,500	44,000
Troisième	6,750	8,100	5,000	13,100	15,000	28,100	32,400	5,000	3,500	40,900	40,500	3,500	44,000
Seconde	5,250	8,730	5,400	14,130	15,000	29,130	34,920	5,400	3,500	43,820	43,650	3,500	47,150
Première	5,250	8,730	5,400	14,130	15,000	29,130	34,920	5,400	3,500	43,820	43,650	3,500	47,150
Terminale	5,250	8,730	5,400	14,130	15,000	29,130	34,920	5,400	3,500	43,820	43,650	3,500	47,150

Fourth child onwards (0% off the basic tuition fees and 50% off the advance payment)

Instalment	Instalment 1						Instalment 2				Instalment 3		
Due date	As per the acceptance email	15 th of May 2019					1 st of August 2019				5 th of December 2019		
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	7,950	3,250	11,200	15,000	26,200	31,800	3,250	3,500	38,550	39,750	3,500	43,250
MS	8,750	7,950	3,250	11,200	15,000	26,200	31,800	3,250	3,500	38,550	39,750	3,500	43,250
GS	8,750	7,950	3,250	11,200	15,000	26,200	31,800	3,250	3,500	38,550	39,750	3,500	43,250
CP	7,750	8,500	4,250	12,750	15,000	27,750	34,000	4,250	3,500	41,750	42,500	3,500	46,000
CE1	7,750	8,500	4,250	12,750	15,000	27,750	34,000	4,250	3,500	41,750	42,500	3,500	46,000
CE2	7,750	8,500	4,250	12,750	15,000	27,750	34,000	4,250	3,500	41,750	42,500	3,500	46,000
CM1	7,750	8,500	4,250	12,750	15,000	27,750	34,000	4,250	3,500	41,750	42,500	3,500	46,000
CM2	7,750	8,500	4,250	12,750	15,000	27,750	34,000	4,250	3,500	41,750	42,500	3,500	46,000
Sixième	6,750	9,000	5,000	14,000	15,000	29,000	36,000	5,000	3,500	44,500	45,000	3,500	48,500
Cinquième	6,750	9,000	5,000	14,000	15,000	29,000	36,000	5,000	3,500	44,500	45,000	3,500	48,500
Quatrième	6,750	9,000	5,000	14,000	15,000	29,000	36,000	5,000	3,500	44,500	45,000	3,500	48,500
Troisième	6,750	9,000	5,000	14,000	15,000	29,000	36,000	5,000	3,500	44,500	45,000	3,500	48,500
Seconde	5,250	9,700	5,400	15,100	15,000	30,100	38,800	5,400	3,500	47,700	48,500	3,500	52,000
Première	5,250	9,700	5,400	15,100	15,000	30,100	38,800	5,400	3,500	47,700	48,500	3,500	52,000
Terminale	5,250	9,700	5,400	15,100	15,000	30,100	38,800	5,400	3,500	47,700	48,500	3,500	52,000

8- Refund policy

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

- All withdrawal 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.
- If the withdrawal notice is presented before the first day of school, then the following amounts will be deducted:
 - 5% of the total annual tuition fees.
 - 10% of the transportation, educational resources and canteen fees
- If the withdrawal notice is presented after the first day of school, then all due fees are fully non-refundable.
- This policy is subject to change to comply with the Egyptian Ministry of Education's regulations and board decisions. Should this policy change, it will be announced to parents.

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	transportationng@lvng.net	01066582267 01020981612