

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

### 1- Enrolment process



Visit the school website to register for an orientation session and a campus tour.

Orientation

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

Contact information is available in the "Contact Information" section below.



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

Application

Only applications that are completed online will be considered.



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

Assessment

Application fees must be paid before sitting for the assessment, print the application and fill out the required forms.

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



Parents are notified about the application status via email only.

Registration

Upon acceptance, an email will be sent with the registration guide and the advance payment fees will be due to be paid.

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

### 2- School fees

#### Tuition fees (L.E.)

Grade	Minimum age on 1 <sup>st</sup> October 2022	Tuition	Educational Resources & Accreditation	Canteen
CH Beginners	3 yrs. old	102,000	11,000	10,000
CH 1	3½ yrs. old	102,000	11,000	10,000
CH 2	4½ yrs. old	102,000	11,000	10,000
Grade 1	5½ yrs. old	109,000	14,000	10,000
Grade 2	6½ yrs. old	109,000	14,000	10,000
Grade 3	7½ yrs. old	109,000	14,000	10,000
Grade 4	8½ yrs. old	109,000	14,000	10,000
Grade 5	9½ yrs. old	109,000	14,000	10,000
Grade 6	10½ yrs. old	115,000	16,000	10,000
Grade 7	11½ yrs. old	115,000	16,000	10,000
Grade 8	12½ yrs. old	115,000	16,000	10,000
Grade 9	13 ½ yrs. old	122,000	17,700	10,000
Grade 10	14 ½ yrs. old	122,000	17,700	10,000
Grade 11	15 ½ yrs. old	130,000	21,000	10,000
Grade 12	16 ½ yrs. old	130,000	21,000	10,000

**Canteen is obligatory to all our students from C.H. Beginners to Grade 5. Students from Grade 6 to Grade 12 may cancel the canteen by sending an email to [finance@lvng.net](mailto:finance@lvng.net). Otherwise, the canteen fees will be charged by default.**

## Other fees and payments

Fees	Amount (L.E.)	Notes
<b>Assessment (New Students)</b>	5,000	Onetime non-refundable. Payable before the assessment date. Must be paid online while filling the application or by credit card at the school campus.
<b>Advance Payment (New Students)</b>	15,000	Onetime non-refundable. Payable as per the deadline specified in the acceptance email to secure the student's seat.
<b>Transportation (optional)</b> * Subject to change with any modification to the fuel price.	25,000	Full route except for remote areas indicated hereafter.
	20,000	One route only (either pickup or drop-off).
	31,400	Full route with two different addresses. Full route for remote areas (East Cairo and Cairo-Alex desert road compounds located after Beverly Hills).
<b>On-demand canteen</b>	Charging the cashless card	Details of charging the cashless cards are available upon acceptance in the registration guide.
<b>External examinations</b>	Fees for any external examinations as determined by each exam board. Also, The Ministry charges extra fees for Arabic, Religion and Social Studies exams for G9 and G12	
<b>Uniform</b>	Uniform is obligatory for all school students.	
<b>Technology</b>	Students may be required to bring their own laptops as part of the educational program at specific grades.	
<b>Student life events</b>	Fees 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, 7 <sup>th</sup> of April 2022	10% of the tuition fees, 50% of the resources, and 100% of the transportation fees (if applicable)
2	Thursday, 2 <sup>nd</sup> of June 2022	40% of the tuition fees and 50% of the resources and 50% of the canteen fees (if applicable)
3	Thursday, 1 <sup>st</sup> of December 2022	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
<b>Online payments</b>	<a href="#">Evolution Gateway</a>	<ul style="list-style-type: none"> <li>Login to the school's portal (Evolution Gateway)</li> <li>Go to the Financials tab, and you will be able to pay remotely and securely.</li> </ul>
<b>Cash</b>	CIB Bank branches	<ul style="list-style-type: none"> <li>No cash payments are accepted on the school premises.</li> <li>Print the payment voucher from the school portal (access credentials will be given upon acceptance).</li> <li>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"> <li>Account Name: <b>New Giza for School Management</b></li> <li>Account Number: <b>100021228456</b></li> <li>Account Currency: <b>EGP</b></li> </ul> </li> </ul>
		<ul style="list-style-type: none"> <li>Please make sure to write the Family ID or the Applicant ID clearly in the deposit slip.</li> </ul>
		<ul style="list-style-type: none"> <li>Please keep a copy of the deposit slip as it may be requested by the school to track the payment if needed.</li> </ul>

Wire transfer	Bank	<ul style="list-style-type: none"> <li>Please use the following details for local and international wire transfers: <ul style="list-style-type: none"> <li>Account Name: <b>New Giza for School Management</b></li> <li>Account Number: <b>100021228456</b></li> <li>Account Currency: <b>EGP</b></li> <li>Swift Code: <b>CIBEEG CX</b></li> <li>Bank Name: <b>Commercial International Bank (CIB)</b></li> <li>Branch Name: <b>Zamalek Branch</b></li> </ul> </li> <li>Please make sure that all bank charges are paid from the sender's account and not deducted from the transferred amount.</li> <li>Please make sure that you include the Family ID/Applicant ID in the description of the transfer to facilitate the payment registration and tracking.</li> <li>Wire transfers may take few days to be credited to the school account so please consider this to ensure your compliance with the payment due date.</li> <li>Once the transfer is done, please send a copy of the transfer form (online or manual) to <a href="mailto:finance@lvng.net">finance@lvng.net</a> to facilitate the payment tracking and registration.</li> </ul>
Credit card	School	<ul style="list-style-type: none"> <li>Payments by credit card are accepted without any additional charges before the specified deadlines. Delayed payments will be subject to bank charges.</li> <li>The parent may opt to: <ul style="list-style-type: none"> <li>Pay the full amount of the due instalment.</li> <li>With CIB credit cards ONLY, parents may pay the full amount of the school fees and have it deducted on 6 or 12-month instalments through CIB at no interest.</li> </ul> </li> </ul>
Cheques	School	<ul style="list-style-type: none"> <li>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"> <li>Pay the full amount of the due instalment Choose a more flexible payment plan by: <ul style="list-style-type: none"> <li>Presenting 4 to 12 post-dated cheques with the last one dated April 2022 covering the annual school fees amount and the cheque collection fees.</li> <li>If the parent applies for this option any time after April 2022, then all the due monthly instalments must be fully paid, and the remaining amount may be divided into instalments ending in March 2023.</li> </ul> </li> </ul> </li> <li>Please refer to the financial department for details.</li> </ul>

## 5- Payment terms and conditions

- Once accepted, parents must activate their school-provided email account to ensure that all the school emails are delivered.
- 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 proof of payment. 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 proof of payments in a safe place to be presented to the school at any time when requested to validate the 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 to send 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 **2<sup>nd</sup> child**.
- 5% off the basic tuition fees and 50% on the advance payment fees for the **3<sup>rd</sup> child**.
- 0% off the basic tuition fees and 50% on the advance payment fees for the **4<sup>th</sup> child onwards**. N.B.: Siblings' discounts do not apply to 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 about the eligible discounts.

### 7- Late entry policy

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

Enrolment period	Tuition fees	Canteen fees	Transportation
From the 1 <sup>st</sup> of January until the 31 <sup>st</sup> of March	25%	25%	25%
From the 1 <sup>st</sup> 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 first day of school.

### 8- Refund policy

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

- All withdrawal/refund requests must be submitted by email to the financial department ([finance@lvng.net](mailto: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 change, it will be announced to parents.
- Clearance from the financial department, ICT department (for students who are given school devices), 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 1 <sup>st</sup> 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

- Our preferred communication channel is emailing. We may receive **WhatsApp messages ONLY** on the mobile numbers below, and parents may be called back whenever necessary.

	Email	Mobile (WhatsApp ONLY)
Student Services department	<a href="mailto:evong-registrar@lvng.net">evong-registrar@lvng.net</a>	01003566688
Financial department	<a href="mailto:finance@lvng.net">finance@lvng.net</a>	01011944921
Transportation department	<a href="mailto:transportation@lvng.net">transportation@lvng.net</a>	01066582267

## 10- Payments Breakdown

### First child

Instalment		Instalment 1					Instalment 2				Instalment 3		
Due date	Upon acceptance	7 <sup>th</sup> of April 2022					2 <sup>nd</sup> of June 2022				1 <sup>st</sup> of December 2022		
Payment breakdown	Advance payment	10% tuition fees	50% resources	Total	100% transp.	Total with transp.	40% tuition fees	50% resources	50% canteen	Total	50% tuition fees	50% canteen	Total
CH B	15,000	10,200	5,500	30,700	25,000	55,700	40,800	5,500	5,000	51,300	51,000	5,000	56,000
CH 1	15,000	10,200	5,500	30,700	25,000	55,700	40,800	5,500	5,000	51,300	51,000	5,000	56,000
CH 2	15,000	10,200	5,500	30,700	25,000	55,700	40,800	5,500	5,000	51,300	51,000	5,000	56,000
Grade 1	15,000	10,900	7,000	32,900	25,000	57,900	43,600	7,000	5,000	55,600	54,500	5,000	59,500
Grade 2	15,000	10,900	7,000	32,900	25,000	57,900	43,600	7,000	5,000	55,600	54,500	5,000	59,500
Grade 3	15,000	10,900	7,000	32,900	25,000	57,900	43,600	7,000	5,000	55,600	54,500	5,000	59,500
Grade 4	15,000	10,900	7,000	32,900	25,000	57,900	43,600	7,000	5,000	55,600	54,500	5,000	59,500
Grade 5	15,000	10,900	7,000	32,900	25,000	57,900	43,600	7,000	5,000	55,600	54,500	5,000	59,500
Grade 6	15,000	11,500	8,000	34,500	25,000	59,500	46,000	8,000	5,000	59,000	57,500	5,000	62,500
Grade 7	15,000	11,500	8,000	34,500	25,000	59,500	46,000	8,000	5,000	59,000	57,500	5,000	62,500
Grade 8	15,000	11,500	8,000	34,500	25,000	59,500	46,000	8,000	5,000	59,000	57,500	5,000	62,500
Grade 9	15,000	12,200	8,850	36,050	25,000	61,050	48,800	8,850	5,000	62,650	61,000	5,000	66,000
Grade 10	15,000	12,200	8,850	36,050	25,000	61,050	48,800	8,850	5,000	62,650	61,000	5,000	66,000
Grade 11	15,000	13,000	10,500	38,500	25,000	63,500	52,000	10,500	5,000	67,500	65,000	5,000	70,000
Grade 12	15,000	13,000	10,500	38,500	25,000	63,500	52,000	10,500	5,000	67,500	65,000	5,000	70,000

### Second child

Instalment		Instalment 1					Instalment 2				Instalment 3		
Due date	Upon acceptance	7 <sup>th</sup> of April 2022					2 <sup>nd</sup> of June 2022				1 <sup>st</sup> of December 2022		
Payment breakdown	Advance payment	10% tuition fees	50% resources	Total	100% transp.	Total with transp.	40% tuition fees	50% resources	50% canteen	Total	50% tuition fees	50% canteen	Total
CH B	7,500	9,180	5,500	22,180	25,000	47,180	36,720	5,500	5,000	47,220	45,900	5,000	50,900
CH 1	7,500	9,180	5,500	22,180	25,000	47,180	36,720	5,500	5,000	47,220	45,900	5,000	50,900
CH 2	7,500	9,180	5,500	22,180	25,000	47,180	36,720	5,500	5,000	47,220	45,900	5,000	50,900
Grade 1	7,500	9,810	7,000	24,310	25,000	49,310	39,240	7,000	5,000	51,240	49,050	5,000	54,050
Grade 2	7,500	9,810	7,000	24,310	25,000	49,310	39,240	7,000	5,000	51,240	49,050	5,000	54,050
Grade 3	7,500	9,810	7,000	24,310	25,000	49,310	39,240	7,000	5,000	51,240	49,050	5,000	54,050
Grade 4	7,500	9,810	7,000	24,310	25,000	49,310	39,240	7,000	5,000	51,240	49,050	5,000	54,050
Grade 5	7,500	9,810	7,000	24,310	25,000	49,310	39,240	7,000	5,000	51,240	49,050	5,000	54,050
Grade 6	7,500	10,350	8,000	25,850	25,000	50,850	41,400	8,000	5,000	54,400	51,750	5,000	56,750
Grade 7	7,500	10,350	8,000	25,850	25,000	50,850	41,400	8,000	5,000	54,400	51,750	5,000	56,750
Grade 8	7,500	10,350	8,000	25,850	25,000	50,850	41,400	8,000	5,000	54,400	51,750	5,000	56,750
Grade 9	7,500	10,980	8,850	27,330	25,000	52,330	43,920	8,850	5,000	57,770	54,900	5,000	59,900
Grade 10	7,500	10,980	8,850	27,330	25,000	52,330	43,920	8,850	5,000	57,770	54,900	5,000	59,900
Grade 11	7,500	11,700	10,500	29,700	25,000	54,700	46,800	10,500	5,000	62,300	58,500	5,000	63,500
Grade 12	7,500	11,700	10,500	29,700	25,000	54,700	46,800	10,500	5,000	62,300	58,500	5,000	63,500

### Third child

Instalment		Instalment 1					Instalment 2				Instalment 3		
Due date	Upon acceptance	7 <sup>th</sup> of April 2022					2 <sup>nd</sup> of June 2022				1st of December 2022		
Payment breakdown	Advance payment	10% tuition fees	50% resources	Total	100% transp.	Total with transp.	40% tuition fees	50% resources	50% canteen	Total	50% tuition fees	50% canteen	Total
CH B	7,500	9,690	5,500	22,690	25,000	47,690	38,760	5,500	5,000	49,260	48,450	5,000	53,450
CH 1	7,500	9,690	5,500	22,690	25,000	47,690	38,760	5,500	5,000	49,260	48,450	5,000	53,450
CH 2	7,500	9,690	5,500	22,690	25,000	47,690	38,760	5,500	5,000	49,260	48,450	5,000	53,450
Grade 1	7,500	10,355	7,000	24,855	25,000	49,855	41,420	7,000	5,000	53,420	51,775	5,000	56,775
Grade 2	7,500	10,355	7,000	24,855	25,000	49,855	41,420	7,000	5,000	53,420	51,775	5,000	56,775
Grade 3	7,500	10,355	7,000	24,855	25,000	49,855	41,420	7,000	5,000	53,420	51,775	5,000	56,775
Grade 4	7,500	10,355	7,000	24,855	25,000	49,855	41,420	7,000	5,000	53,420	51,775	5,000	56,775
Grade 5	7,500	10,355	7,000	24,855	25,000	49,855	41,420	7,000	5,000	53,420	51,775	5,000	56,775
Grade 6	7,500	10,925	8,000	26,425	25,000	51,425	43,700	8,000	5,000	56,700	54,625	5,000	59,625
Grade 7	7,500	10,925	8,000	26,425	25,000	51,425	43,700	8,000	5,000	56,700	54,625	5,000	59,625
Grade 8	7,500	10,925	8,000	26,425	25,000	51,425	43,700	8,000	5,000	56,700	54,625	5,000	59,625
Grade 9	7,500	11,590	8,850	27,940	25,000	52,940	46,360	8,850	5,000	60,210	57,950	5,000	62,950
Grade 10	7,500	11,590	8,850	27,940	25,000	52,940	46,360	8,850	5,000	60,210	57,950	5,000	62,950
Grade 11	7,500	12,350	10,500	30,350	25,000	55,350	49,400	10,500	5,000	64,900	61,750	5,000	66,750
Grade 12	7,500	12,350	10,500	30,350	25,000	55,350	49,400	10,500	5,000	64,900	61,750	5,000	66,750