

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 interviews, and seat availability.

1- Enrolment process



Orientation

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

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

Contact information is available in the "Contact Information" 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 for the assessment, print the application and fill out the required forms.

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 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 in Egyptian Pounds

Grade	Minimum age on 1 st October 2023	Tuition	Educational Resources & Accreditation	Canteen*
CH Beginners	3 yrs. old	120,870	13,000	12,000
CH 1	3½ yrs. old	120,870	13,000	12,000
CH 2	4½ yrs. old	120,870	13,000	12,000
Grade 1	5½ yrs. old	129,165	16,500	12,000
Grade 2	6½ yrs. old	129,165	16,500	12,000
Grade 3	7½ yrs. old	129,165	16,500	12,000
Grade 4	8½ yrs. old	129,165	16,500	12,000
Grade 5	9½ yrs. old	129,165	16,500	12,000
Grade 6	10½ yrs. old	136,275	18,500	12,000
Grade 7	11½ yrs. old	136,275	18,500	12,000
Grade 8	12½ yrs. old	136,275	18,500	12,000
Grade 9	13 ½ yrs. old	144,570	20,500	12,000
Grade 10	14 ½ yrs. old	144,570	20,500	12,000
Grade 11	15 ½ yrs. old	154,050	24,500	12,000
Grade 12	16 ½ yrs. old	154,050	24,500	12,000

**During this academic year only: Canteen is obligatory for all our students from CH Beginners to CH2. Students from Grade 1 to Grade 12 may cancel the canteen by emailing finance@lvng.net. Otherwise, the canteen fees will be charged by default.*

3- Other fees and payments

Fees	Amount (L.E.)	Notes
Assessment	5,000	Onetime non-refundable. Payable before the assessment date. Must be paid online while filling out the application or by credit card at the school campus.
Advance Payment	15,000	Onetime non-refundable. Payable per the deadline specified in the acceptance email to secure the student's seat.
Transportation (optional) * Subject to change with any modification to the fuel price	28,000	Full route except for remote areas indicated hereafter.
	21,000	One route only (either pick-up or drop-off).
	35,000	Full route with two different addresses. Full route for remote areas (East Cairo and Cairo-Alex desert road compounds located after Beverly Hills).
Snack shop	Charging the cashless card	Details of charging the cashless cards are available upon acceptance in the registration guide.
External examinations	Fees for any external examinations as determined by the exam boards or the Ministry of Education.	
Uniform	Uniform is obligatory for all school students.	
Technology	Students may be required to bring their laptops as part of the educational program at specific grades.	
Student life events	Fees for educational trips, excursions, events, and different student life activities.	

4- Payments Schedule

	Deadline (on or before)	Description
1	Thursday, 6 th April 2023	10% of the tuition fees, 50% of the resources, and 100% of the transportation fees (if applicable)
2	Thursday, 1 st June 2023	40% of the tuition fees and 50% of the resources, and 50% of the canteen fees (if applicable)
3	Thursday, 7 th December 2023	50% of the tuition fees and 50% of the canteen fees (if applicable)

5- Payment Methods

- Our school adopts a cashless system; thus, cash payments are not accepted.

Payment type	Location	Payment policies and steps to follow
Online	Evolution Gateway	<ul style="list-style-type: none"> • Login to the school's portal (Evolution Gateway). • Go to the Financials tab, and you can pay remotely and securely.
Bank Deposit	CIB Bank branches	<ul style="list-style-type: none"> • No cash payments are accepted on the school premises. • Print the payment voucher from the school portal (access credentials will be given upon acceptance). • Present the payment voucher in any CIB branch in Egypt and deposit the exact amount indicated in the voucher. • Make sure to write the Family ID or the Applicant ID on the deposit slip. • 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"> • Ensure all bank charges are paid from the sender's account and not deducted from the transferred amount. • Include the Family ID/Applicant ID in the transfer description to facilitate payment registration and tracking. • Wire transfers may take a few days to be credited to the school account, so please consider this to ensure your compliance with the payment due date. • Once the transfer is done, please send a copy of the transfer form (online or manual) to finance@lvng.net to facilitate payment tracking and registration.
Credit card	School	<ul style="list-style-type: none"> • Credit card payments are accepted without additional charges before the specified deadlines. Delayed payments will be subject to bank charges.
Cheques	School	<ul style="list-style-type: none"> • Cheques may only be presented to the school's financial department and not in the bank. • Parents may choose a more flexible payment plan per an instalment plan set with the financial department covering the annual school fees. • Please refer to the financial department for details.



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6- Bank Account details (for bank deposits and wire transfers)

- Account Name: New Giza for School Management
- IBAN: EG150010000700000100021228456
- Account Number: 100021228456
- Account Currency: EGP
- Swift Code: CIBEEGXXXX
- Bank Name: Commercial International Bank (CIB)
- Branch Name: Zamalek Branch

7- Payment terms and conditions

- Once accepted, parents must activate their school-provided email account to ensure that all school emails are delivered.
- It is crucially important for parents to make sure that their contact information is regularly updated on 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 payment safe to present to the school when requested to validate the payment.
- Parents are responsible for ensuring that fees are settled promptly 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 payments for Egyptian students can only be paid in Egyptian pounds.

8- Siblings Discount

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

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

9- Late entry policy

- Students enrolled until December will be liable for the full tuition, educational resources, canteen, and transportation fees.
- Students enrolled afterward will be subject to the following reductions:

Enrolment period	Tuition fees	Canteen fees	Transportation
From 1 st January until 31 st March	25%	25%	25%
From 1 st 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 school day.



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10- Refund policy

- Refunds are processed per the Egyptian Ministry of Education's regulations and are subject to change to comply with the Ministry's updated rules and board decisions. Should this policy change, it will be announced to parents.
- All withdrawal/refund requests must be submitted by email to the financial department (finance@lvng.net). All calculations of the refunded amounts will be based only on the email's date.
- Clearance from the financial department, the ICT department (for students given school devices), and the school library are required to issue any refund cheques to the parents.
- The table below shows the percentage of the fees due to the school that 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 st day of school until the last day of the winter break	50%	50%	100%	100%
After the last day of the winter break	100%	100%	100%	100%

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

11- Contact Information

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

	Email	Mobile (WhatsApp ONLY)
Student Services department	evong-registrar@lvng.net	01003566688
Financial department	finance@lvng.net	01011944921
Transportation department	transportationng@lvng.net	01066582267