Dear Parents,

Kindly find below the instructions and schedule for payment of the school fees for the academic year 2015-2016.

Please follow the steps below to view your child Fee Note for the academic year 2015-2016:

1. Go to IC website www.ic.edu.lb.
2. Choose < Finance & services > from the horizontal menu, then < Student billing >, or from the announcements icon on the main page.
3. Add the student Id Number and password then click on < Fee Note >.
4. Print three copies and pay the balance due at any of the banks mentioned on the Fee Note.
5. Payment for less than the balance due is not accepted.

To keep all data secure and confidential, please do not share your passwords with anyone and make sure to logout and close your browser when you finish reviewing your Fee Note.

The Fee Note reflects the School Fees due for a specific trimester and has to be paid at the bank before the deadline.

Failure to pay the School Fees will result in the cancellation of a student’s enrollment at IC.

For those who wish to pay the total yearly School Fees, kindly pass by the Business Office.

Final year students will not be registered as graduates and they would only be provided with an incomplete academic record unless full payment of all outstanding School Fees is made.

For any inquiries please call us on 01-367466 extensions 128 or 115 or e-mail us on: studentsection@ic.edu.lb

School Fees schedule for the academic year 2015-2016 is as follows:

<table>
<thead>
<tr>
<th></th>
<th>1st Trimester</th>
<th>2nd Trimester</th>
<th>3rd Trimester</th>
</tr>
</thead>
<tbody>
<tr>
<td>Available Online</td>
<td>April 1, 2015</td>
<td>Sept 1, 2015</td>
<td>Jan 4, 2016</td>
</tr>
<tr>
<td>Preschool</td>
<td>5,000,000</td>
<td>4,350,000</td>
<td>4,350,000</td>
</tr>
<tr>
<td>Elementary</td>
<td>5,000,000</td>
<td>4,600,000</td>
<td>4,600,000</td>
</tr>
<tr>
<td>Middle</td>
<td>5,000,000</td>
<td>5,000,000</td>
<td>5,000,000</td>
</tr>
<tr>
<td>Secondary</td>
<td>5,000,000</td>
<td>5,475,000</td>
<td>5,475,000</td>
</tr>
</tbody>
</table>

Instructional Materials, Bus fees and IB fees are NOT included in the above table and will be added in the 2nd & 3rd trimester’s school fees.

Late Payment Charges:
• After the deadline, payments are subject to availability of space and up to the sole discretion of the school, a late payment fee of 200,000 L.L. per family is charged.

Refunds:
• The first trimester School Fees are refundable only if a written request is submitted to the Business Office prior to June 1, date after which, no refund shall be made in any case and for any reason whatsoever.
• No refund shall be made for the 2nd and 3rd trimester School Fees in any case and for any reason whatsoever.
• The capital development fee may be refundable only if a written request is submitted to the Business Office prior to September 1, date after which, no refund shall be made in any case and for any reason whatsoever.
• In the event the students are asked to repeat the class they were enrolled in, they shall have a period of 5 business days, as of the announcement on the IC’s website of the date for providing the school results, to inform the school in writing of their intention to withdraw and to request the refund of the first trimester School Fees. In case the school is not notified within these 5 days the students shall be considered as repeating and shall be liable to pay the full School Fees.
• In the event a student is asked to withdraw from school prior to the start of the academic year, the first trimester School Fees for the next academic year shall be refunded.

Summer hours for Business Office will start on Monday July 6, 2015 and end on Friday September 4, 2015. It will be open from 8:00 am till 1:30 pm. During the month of August, the Business Office will be open on Tuesdays only.

Student Section
Business Office
March 2015