



# *The Learning Centre School*

---

Plot 39439 Block 6  
Private Bag BR 06  
Gaborone, Botswana

Phone: (267) 391-6605  
Fax: (267) 393-7595

Email: [learn@tlcs.co.bw](mailto:learn@tlcs.co.bw)  
Website: [www.tlcsonline.com](http://www.tlcsonline.com)

Managing Director  
Rev. Stephen Workman

School Superintendent  
Mrs. Pam Workman

September 8, 2011

Dear TLCS parents:

We would like to thank you for being part of The Learning Centre community for 2011. We hope you will continue to be a part of our community as we begin preparations for the 2012 school year.

In order to insure your student(s) place for 2012 a deposit of P1000 is required by October 3, 2011. Places at the school are in high demand so it is important that you secure yours.

Our preschool has been operating at its maximum capacity for the past three years. **We are encouraging those of you who have infants to place their name on a waiting list for the future.**

The Directors of TLCS are making the following changes regarding payment and fees: As of November 1, 2011, we will not accept payments by swiping. (This includes the uniform shop.) School fee payments can be made by direct banking, cheques or cash  
**Bank: First National Bank (FNB)**

**Branch : Kgale View**

**Account name: The Learning Centre School**

**Account #: 62198153844**

**Branch Code: 284567**

**Swift Code: FIRNBWGX**

When paying by bank transfer it is **the responsibility of the parent to provide TLCS with proof of payment within 5 working days.**

There will be no discount given for early payment of fees. A 10% discount will be given per child beginning with the third child registered at TLCS.

On the reverse of this letter you will find the schedule of fees for 2012.

Kind regards,

Mrs. Pam Workman

## THE LEARNING CENTRE SCHOOL

### SCHOOL FEES & POLICIES 2012

#### THE FOLLOWING FEES AND POLICIES WILL BE IN EFFECT FOR FIRST TERM 2012

K3-K4 – P4000 per term – A P500 fee is added per term for children staying full day.

Reception – P6500

Std.1-Std. 5 – P8200

Std. 6-Form 5 – P8500

IND 1 and 2 – P8200

ALP – P8500

10% discount on fees beginning with the third child

Late Payment Fee – P500

Application Fee for new students – P300

The above fees do not include the cost of any additional fees incurred during the term, including examination fees, book replacement fees, or activity fees where applicable.

All fees are due before the first day of term. Any fees not received by that date will be deemed unpaid fees and will incur a **late payment fee** of **P500**. All fees must be paid in full before the student enters classes for the term, unless prior arrangements are made with the management. We do not accept post- dated cheques for payment of fees for the current term. Fees may be paid by cash, cheque or direct deposit to the school account.

A non-refundable deposit of P1000 is required before the end of each term to secure a place for all students for the next term. This deposit is deducted from the fees for next term if the student returns for that term.

**Refund Policy:** Provided the fees for the current term are paid in full and a month's notice is given in writing, any prepaid fees for the next term will be refunded, minus the deposit, in the event the student will not return to school the next term. There will be no refund of fees paid for the current term in the event the student withdraws during the term.

**Returned Cheques:** Any cheques returned by a bank, for any reason, will incur a P300 administration fee.

**Friends & Family Discount:** Any currently enrolled student or family who recommends TLCS to a new student will be offered a P300 Friends and Family Discount from their fees for next term, provided the new student enrolls in the school and their fees are paid in full.