

Method of Payment

Each year, parents/guardians will be asked to inform the School Office in writing which payment plan they have selected for the year, and an invoice will then be issued.

No cash payments may be made at the school. All payments must be made directly to the school's bank account, either in cash deposits, or by bank transfers. Payments made by cheque (cheques drawn on local banks only) can be sent to the school office for endorsement and deposit. Payment cannot be made by cheques drawn on banks outside of Tanzania. Payments over TZS 10m or USD \$10K cannot be made by cheque.

Please note that the school's bank account is held at Diamond Trust Bank Tanzania, which currently operates a number of branches in Dar es Salaam. The closest branch to the school is at Shamo Tower. Please call the bank directly for the location of the branch closest to you.

The payee will cover any and all bank charges related to payments made, including corresponding bank fees. For bank transfers originating outside of the country, an additional bank charge will apply on all incoming bank transfers made. This will be reflected on your receipt from the school as a charge levied by the bank at source.

Payment of all school fees can be made in the following ways:

- Direct cash deposit into the school bank account (In TZS or USD)
- Bank transfer into the school bank account (in TZS or USD)
- Cheque drawn on a Tanzanian bank (must be sent to the school for endorsement)

The full name of the student and their student number must be clearly printed on all deposit/transfer slips, and a copy of the payment deposit must be sent to the Accounts Office. This will allow payments to be correctly recorded and receipted. For telegraphic transfers from outside Tanzania, corresponding bank details may be required. Please call the bank directly for this information if it is required.

Bank Details

Account Name	Latham Education East Africa Ltd
TZS Account #	0135119002
USD Account #	0135119003
Bank Name & Branch	Diamond Trust Bank (Tanzania) Ltd, Morocco Branch
SWIFT	DTKETZTZ

Latham Education East Africa Ltd

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