



1 Admission is open to children as follows:

CLASS	AGE	REQUIREMENT	N/B : Placement tests are administered in the months of July and August on Tuesdays, Wednesdays Thursdays and Fridays from 8am to 1pm.
Kindergarten	6 months - 1 year	No test	
Day Care	1 year - 3 years old	Oral Test	
Nursery 1	4 years old	Oral Test	
Nursery 2	5 years old	Oral and Written test	
Primary 1 - 6	6 years old and above	Written test	

2 When you return for your placement test appointment, please bring along:

- ✓ The child's original birth certificate and 1 photocopy of it.
- ✓ The Child's report card if he/she is a transfer case.

If your child is admitted, please ensure that you bring along the following other registration requirements:

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| <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Bank deposit slip showing proof of payment of registration and the first installment of fees <input checked="" type="checkbox"/> 8 rolls of toilet paper (SITA) for Day care pupils and 6 rolls for Nursery & Primary pupils <input checked="" type="checkbox"/> The daily school uniform bought from One-Reality (683350567), the school's ONLY approved uniform supplier. | <ul style="list-style-type: none"> <input checked="" type="checkbox"/> A ream of paper <input checked="" type="checkbox"/> Ties, bowties, pullovers and sports uniform*(See where to purchase below.) <input checked="" type="checkbox"/> The pupil him/herself for the ID photograph |
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Other school accessories are to be bought at the ALCEF sales point at AMEN SCHOOL SHOP at old market Limbe (opposite FINI Hotel). Please note also that henceforth, the School ID will be renewed only once in Class 3.

3 The fees for the 2025/2026 academic year shall be paid in installments as follows:

Payment Date / Amount / Class	Kindergarten Fees	DayCare Fees		Nursery and Primary Fees	
		New Pupil	Old Pupil	Old Pupil	New Pupil
1 st Installment paid by the 31 st August 2025	150,000 frs	90,000 frs	80,000 frs	80,000 frs	90,000 frs
2 nd Installment paid by the 30 th November 2025	100,000 frs	70,000 frs	70,000 frs	70,000 frs	70,000 frs
3 rd Installment paid by the 31 st January 2026	100,000 frs	65,000 frs	65,000 frs	47,500 frs	47,500 frs

Payment options: ALCEF runs two bank accounts - (1) **BGFI BANK - Account N° -10035 02200 30031287011 35**
 (2) **SCB BANK - Account N° -10002 00039 90001834723 22**

Parents are free to choose which bank they prefer to use for the payment of their children's school fees.

	MTN MoMo Payments	Orange Money Payments
Please pay using the child's name (and not with your name) into the Account number of your choice shown above.	Pay by MoMo (exclusively for BGFI BANK) by following the prompts on your phone. The order of the options to select is as follows: Dial *126# ⇒ 4 ⇒ 2 ⇒ 1 ⇒ 00 ⇒ 4 ⇒ 22000004 ⇒ FEE Amount (+2000 FCFA) ⇒ your SECRET Code ⇒ Validate	Pay with OM (exclusively for BGFI BANK) by following the prompts on your phone. The order of the options to select is as follows: Dial #150*48# ⇒ 1 ⇒ 10 ⇒ 22000004 ⇒ FEE Amount (+2000 FCFA) ⇒ your SECRET Code ⇒ Validate
Cash deposit slips MUST be presented to the school secretary for a receipt to be issued	All money transfer messages MUST be sent to the school secretary using the phone N° 677 93 87 22 by way of a screen shot and the name of the pupil.	

4 The above fees cover all the habitual charges except: 1 Fees for Evening Classes for class 6 and CM2 which are yet to be determined. 2 The CAFETERIA 3 The CHRISTMAS PARTY and 4 The END-OF-YEAR and GRADUATION CEREMONY. These last three are optional activities; the Cafeteria service goes at 10,000 a month, and the fees for the other two are still to be determined.

5 ALCEF now has two departments: the BILINGUAL and the MONOLINGUAL. In the bilingual department, EVERY child is taught ALL subjects in both English and French. In the MONOLINGUAL DEPARTMENT, children are taught exclusively in English, with the French language just as a subject.

6 Pupils are given until 7.20am to report at school. Closing time is 3.00 pm.

7 Parents who choose not to pay for our cafeteria services are expected to provide recess-time food or snack items for their children.

8 Pupils can only be dropped off or picked up from school upon presentation of the concerned pupil's Identity card.

9 ALCEF is a Christian school; part of the daily morning assembly will include scripture readings. Parents of children of faiths other than Christianity should be aware of this.

10 The School runs a bus service which is optional. Those who subscribe for it are expected to pay the FULL charge per term, at the START of each term. The bus itinerary and charges will be released later.

11 The compulsory hair-do for girls with long hair is corn rows ("bakala") plaited from front to back. If decorative beads are used, they should be in ALCEF colours only: navy blue, white and lime green.

Thank you for taking an interest in us, and God bless you!