

Our Vision

Preparing students to become stewards of a just and sustainable world.

2019-2020 School Fees: NEW Students at AISD

Application Processing Fee *Non-Refundable*

An Application Fee of **US\$ 350** is required to initiate the processing of your application for enrollment.

Acceptance Seat Deposit Fee *Credited to 1st School Fee Invoice*

Upon acceptance to AISD a Seat Deposit Fee of **US\$ 3,000** is due for all grade levels as per the School Fees Payment Schedule. This deposit will be shown as a credit on the 1st School Fees Invoice.

Tuition fee Payment Options *Tuition is the fee collected for the purpose of funding all operating costs for AISD*

OPTION 1: Full Year Payment Plan	
	Annual Tuition
Pre-K3 Half Day	US\$ 17,300
Pre-K4	US\$ 20,300
KG - Grade 5	US\$ 30,200
Grades 6 - 8	US\$ 33,200
Grades 9 - 12	US\$ 36,200

OPTION 2: Semester Installment Payment Plan							
	1st Semester Tuition		1st Semester Installment Fee		2nd Semester Tuition		
Pre-K3 Half Day	US\$ 8,650	+	US\$ 432		US\$ 8,650	+	US\$ 216
Pre-K4	US\$10,150	+	US\$ 507		US\$10,150	+	US\$ 253
KG - Grade 5	US\$ 15,100	+	US\$ 755		US\$ 15,100	+	US\$ 377
Grades 6 - 8	US\$ 16,600	+	US\$ 830		US\$ 16,600	+	US\$ 415
Grades 9 - 12	US\$ 18,100	+	US\$ 905		US\$ 18,100	+	US\$ 452
<i>Installment Payment Calculated as follows:</i>							
<i>1st Semester = Annual Tuition x 2.5%; 2nd Semester = Tuition Balance Owing x 2.5%</i>							

New Student Capital/Registration Fee *Payable as Part of the 1st School Fee Invoice*

New Student Capital/Reserve Fee is collected for the primary purpose of funding new construction, major renovation and the equipping thereof. This Fee may also be used, from time to time, to offset operating expenses as approved by the Board of Trustees.

New Student Capital/Registration Fee: US\$ 15,000			
	Year Enrolled Pre-K3	Year Enrolled Pre-K4	Year Enrolled KG-12
Pre-K3	US\$ 3,000	--	--
Pre-K4	US\$ 5,000	US\$ 5,000	--
Kg-12	US\$ 7,000	US\$ 10,000	US\$ 15,000
TOTAL:	US\$ 15,000	US\$ 15,000	US\$ 15,000

Annual Capital Reserve Fee *Not applicable to New Students*

This **US\$ 1,000** Fee is collected for the purpose of funding new construction, major renovation and the equipping thereof. This Fee may also be used, from time to time, to offset operating expenses as approved by the Board of Trustees.

Important: See Back of Page for Additional School Fees Payment Information

TUITION FEES AND OTHER APPLICABLE CHARGES: SCHOOL YEAR 2019-20



Payment and Fees Information

Enrollment before July 1st

Once you have received your notice of acceptance from AISD, you are required to pay a **US\$ 3,000** non-refundable **Seat Deposit Fee** within 10 calendar days. This fee reserves a place for your child at AISD. If this fee is not paid, your child's seat will not be reserved and may not be available. The Seat Deposit Fee will be shown as a credit on the 1st School Fees Invoice.

You will then receive an invoice for the remaining **Tuition Fee, New Student Capital/Registration Fee** and any other fees. Invoices issued before May 1st, payment in full must be received by **May 31st, 2019**. Invoices issued **May 1st, 2019** or after payment must be received within 30 calendar days.

Enrollment on or after July 1st and before August 1st

Families receiving a notice of acceptance for their child on or after July 1st and before August 1st are required to pay a **US\$ 3,000** non-refundable **Seat Deposit Fee** within 10 calendar days. If this fee is not paid, your child's seat will not be reserved and may not be available. The Seat Deposit Fee will be shown as a credit on the 1st School Fees Invoice. You will then receive an invoice for the remaining **Tuition Fee, New Student Capital/Registration Fee** and any other fees. This invoice must be paid in full within 30 calendar days.

Enrollment on or after August 1st and before the 1st day of School

Families receiving a notice of acceptance on or after August 1st, will immediately receive an invoice for the **Seat Deposit Fee**. This **US\$ 3,000** fee is non-refundable and must be received prior to your child attending their first day of class. A separate invoice for the remaining **Tuition Fee, New Student Capital/Registration Fee** and any other fees will also be issued at that time. Payment must be received within 30 calendar days. The **Seat Deposit Fee** will be shown as a credit on this invoice.

Students Enrolling after the 1st day of School

Families enrolling their child after the 1st day of the new school year will immediately receive an invoice for the **Seat Deposit Fee**. This **US\$ 3,000** fee is non-refundable and must be received *prior* to your child attending their first day of class. A separate invoice for the remaining **Tuition Fee, New Student Capital/Registration Fee** and any other fees will be issued at this time. Payment must be received within 30 calendar days. The Seat Deposit Fee will be shown as a credit on this invoice.

Students in this category must pay the full quarter's tuition for which they enroll, regardless of the number of days remaining, and any subsequent quarters remaining in the school year. They are also responsible for paying the full Registration/Capital Fee and other applicable fees.

Refund Policy

The Tuition fee is refundable only for the quarter(s) of non-attendance. Tuition fees are non-refundable for the academic quarter during which the student withdraws, regardless of when this occurs. Refunds will only be made to the original payer and up to the amount as per Money Receipt against the invoice, in the currency in which the original payment was made. The rate for payment in BDT would be the going monthly exchange rate as established by AISD. Refunds can only be claimed until the last day of the current school year. Student Withdrawal Process (See **Student Withdrawal**) must be completed before claiming refund. No portion of the Registration/Capital Fee, Semester Instalment Fee or the Annual Capital Fee is refundable regardless of the withdrawal date. To request a refund, you must complete and submit a **Tuition Fee Refund Authorization Form** available at the Business Office during normal business hours.

In cases of an emergency which cause an unusually high number of student withdrawals, the Board may exercise its prerogative to withhold all or a portion of Tuition refunds, regardless of when the emergency occurs.

TUITION FEES AND OTHER APPLICABLE CHARGES: SCHOOL YEAR 2019-20



Student Withdrawal

For withdrawal of a student, an email confirming date of withdrawal should be presented to the school Admissions Office and the school principal at least 10 working days before the date of withdrawal. A completed **Student Checkout Form** must also be submitted at the same time. The form can be collected from the Admissions Office. Clearance signatures must be taken in the order in which they are presented on the Form. After receiving clearance signatures from the Business Office, Student IDs must be returned to the Business Office. The form must be taken to the Elementary/Middle/High School Office Manager for the final signature, who will then give you the "Leaving Packet".

Other Important Payment Information

In **ALL** cases, no student may begin attending classes until the non-refundable **US\$ 3,000 Seat Deposit** has been received. If any other school fee payments have not been received within the time frames included in this document, the school reserves the right to suspend attendance privileges until such time the payment has been received. Payment is considered received once the funds have been credited to the School's bank account.

Tuition Fee Semester Installment Payment Plan

Parents or Companies electing the Installment Payment Plan will be assessed Installment Fees as follows:

- **1st Semester** = Annual Tuition x 2.5%
- **2nd Semester** = Tuition Balance Owing x 2.5%

All payments made in Taka will be calculated based on 2 taka above the then current monthly exchange rate as established by AISD. i.e. if the current rate is US\$1 = 86 Taka, then the payment must be made at 88 Taka.

If you are unable to meet one of the established payment plans, it is essential that you contact the AISD CFO prior to the invoice due date to make alternative arrangements.

Additional Information

Campus ID Cards and Cafeteria/Food Purchases

AISD operates its own food services program for students in KG-12. In addition, there is a Coffee Shop on the premises where drinks and food items may be purchased. Food can be purchase only with the student's Campus ID card. Funds can be added to the Campus ID cards at the Top Up machines in the lobby near the coffee shop, in the Business Office, or on the AISD web site. All purchases by KG-5 grades are linked directly to one of the parent's ID cards - usually the mother's. ID cards for students KG-5 are kept in the classroom and managed by the teacher. Students in grades 6-12 must carry their ID cards for entrance into the school and for food and drink purchases.

Late Fees

The rate of Late Fee penalty is determined by the School Board Finance Committee on an annual basis. The approved late fee rate for 2019-20 is 2% compounded per month. The Late Fee is calculated daily and compounded monthly on any outstanding school dues. The Late Fee is payable immediately after its accrual. No other payment is acceptable while late fees are outstanding.

Lost or Damaged Books

Students are required to pay for the replacement cost of the lost or damaged books. Payment is due immediately upon receipt of the invoice. The money paid is refundable to the Parent if the book is found and returned in good condition within a reasonable amount of time. Final report cards or school transcripts will not be released until the payment is received.

TUITION FEES AND OTHER APPLICABLE CHARGES: SCHOOL YEAR 2019-20



Technology

School owned Technology (computers, cameras, microscopes, etc.) may be provided for the convenience and use of AISD Students to assist them with completion of tasks or assignments given by the School. It is expected that all equipment will be used in a responsible and reasonable manner and any equipment damaged or lost due to misuse or carelessness will be the student's responsibility. Repair or replacement of such equipment will be charged to the parent and payment must be received by the school before reports, transcripts, or other school reports will be released by the School.

Optional School Activities

Students may elect to participate in activities that are in addition to the established school program. These include, but are not limited to, travel to Model UN, GIN, and sports and academic events outside of Bangladesh. Parents are responsible to cover the actual expenses for such activities (travel, hotel, visas, uniforms, etc.). An estimated total cost will be provided before the event and full payment is expected to be made PRIOR to the event.

Transportation

Bus transportation to and from school at the beginning and end of the school day is provided for students living in the the diplomatic areas (Baridhara, Gulshan and Banani) at no additional cost. For those who are living in more distant areas, transportation will be provided to the extent that it is found to be practical by the School Administration. Under no circumstances will any adjustment be made to the School Fee for families who, for any reason, do not utilize the school transportation.

Method of Payment

All Fees must be paid in US Dollars by a wire transfer to the School designated bank account or by a Bank Draft or by a personal Bank Check.

- a) In case of fees paid in US\$ by a wire transfer, a bank charge of **US\$ 50.00** must be added to every wire transfer. Also, please include Parent's Name/Code and Student's Name/Grade.
- b) The check is to be issued in favor of the "**American International School Dhaka**".
- c) Payment in Cash US Dollar or Bangladesh Taka is not accepted.

For local parents and agencies that cannot pay in US Dollars:

- a) Payment by Taka check or bank transfer from parents or agencies that cannot legally pay in US Dollars may be considered, subject to a written request indicating the reason for the exception and approval of the Chief Financial Officer to this effect. Payments made in Taka will be calculated based on 2 taka above the then current monthly exchange rate as established by AISD. i.e. if the current rate is US\$1 = 86 Taka then the payment must be made at 88 Taka.
- b) The USD and Taka exchange rate will be specified by the School on a monthly basis. The School Business Office may be contacted to obtain the applicable exchange rate for the transaction date.
- c) The School Board reserves the right to re-compute the payable equivalent Taka amount in the event of significant currency devaluation throughout the school year.

12 United Nations Road, Baridhara, Dhaka-1212, Bangladesh

Phone: (880-2) 989-6762, 984-2452, 984-2414 **Fax:** (880-2) 984-3175

E-mail: aisdadmissions@aisdhaka.org or info@aisdhaka.org **Web:** www.aisdhaka.org