



American
Cooperative School
of Tunis
SINCE 1959

2019-2020 PRIVATE PAYERS

REGISTRATION CONTRACT

(New Students)

Name of student 1: _____

Name of student 2: _____

Name of student 3: _____

Name of student 4: _____

Name of student 5: _____

Use this form only if school tuition and fees are paid privately.

I, the undersigned, acting as legal representative of the above mentioned student(s), request his/her enrollment for the academic year 2019-2020, and hereby agree and accept the following for the benefit of ACST:

1. I accept the responsibility for payment of the full tuition fees for the academic year 2019-2020, regardless of withdrawal of the student before June 2020.
2. Registration of K-12 students requires the prior payment of the annual capital fee of \$1,150. Students starting in grade 2 must also pay the one-time registration fee of \$5,000. (Maximum per family \$10,000). Registration of Pre-K students requires the prior payment of 70% of tuition. Upon payment of these fees, my child(ren)'s application will be complete and his/her name(s) will be added to the 2019-2020 class lists.
3. I have read the attached tuition/fee schedule for the academic year 2019-2020 and hereby agree to be bound by and to comply with all the terms and conditions set forth in said schedule and hereby agree to pay for each student as follows: tuition, capital fee, one-time registration fee (for new students enrolling in 2-12 and returning students enrolling in grade 2), bus transportation fee (if contracted).

I am aware and agree that late payments will accrue administrative charges as specified on the payment instructions form. Administrative charges are: 5% (annual rate) for invoices overdue for 30 to 59 days; 10% (annual rate) for invoices overdue for 60 to 89 days plus suspension from classes; 15% (annual rate) for invoices overdue for more than 90 days plus student(s) withdrawal.

4. I am aware that my child(ren)'s attendance in subsequent school years automatically renews this contract, subject to that year's tuition/fees schedule and payment instruction form.
5. This registration contract shall be governed and interpreted in accordance with the laws of Tunisia. Any dispute, difference or controversy related to this registration contract, including any related to its validity, enforceability, termination or interpretation, that cannot be amicably resolved within sixty (60) days from the date the relevant party notifies the other in writing of such dispute, difference or controversy, will be resolved by the courts of the City of Tunis, Tunisia. If residence in Tunisia ceases the applicable law is the USA.

Please sign in the back of this contract and return to the Admissions Office.



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2019-2020 PRIVATE PAYERS REGISTRATION CONTRACT (New Students)

1-Name of Parent 1 (please print): _____

Signature: _____ Place and Date: _____

ID number or passport number and date issued:

Address in Tunisia:

Address in home country:

Name of Parent 2 (please print): _____

Signature: _____ Place and Date: _____

ID number or passport number and date issued:

Address in Tunisia:

Address in home country:

Accepted by ACST (Name of officer):

Signature: _____ Place and Date: _____



American
Cooperative School
of Tunis
SINCE 1959

AMERICAN COOPERATIVE SCHOOL OF TUNIS (ACST)

Accredited by the Middle States Association of Colleges and Schools
and the Council of International Schools. Member of the European Council of
International Schools and the Mediterranean Association of International Schools
An IB World School

TUITION/FEE SCHEDULE AND PAYMENT/REFUND POLICY 2019 – 2020

The ACST Board of Governors has given detailed and careful scrutiny to the overall finances of the school, giving special attention to the long-term development of both capital and instructional programs. The annual fee structure is designed to provide the income necessary that ensures the continued quality of education at ACST for the next school year and beyond.

Tuition fees	USD
Pre-Kindergarten 1 – Half-Day	\$7,150
Pre-Kindergarten 1 & 2 – Full-Day	\$11,910
Elementary School (Kindergarten - Grade 5)	\$22,790
Middle School (Grades 6-8)	\$24,220
High School (Grades 9-12)	\$25,470
Non-refundable fees	
Capital Fee (Grades K-12)	\$1,150
Application Fee	*\$200
Registration Fee for New Enrollment (Grades 2-12)	**\$5,000
Optional Fees	
IB exam fees – will be invoiced later in the year and must be paid prior to taking the exams	
Bus Transportation Fee (see note) – one semester or half time use billed \$900	\$1,450

*New applicants only. One-time fee paid upon admission. Applied to tuition post-acceptance.

**Registration fee is a one-time fee paid upon admissions Grade 2-12. Maximum fee per family \$10,000.

Please Note

- **Bus** registration forms are available at the School's web site or at the Business Office.
- **Lunch** for Elementary and Middle school is charged for the full year and is payable with tuition fees. Refunds are given for unconsumed lunches at the end of the school year.

Payment of fees

By enrolling children in the School the parent/guardian accepts full responsibility for all fees and charges (see payment instruction sheet for details on making payments). ACST reserves the right to withhold student records if there are outstanding fees. Late payment fees: see payment instructions sheet for details. For returning students and for new students, a seat reservation fee of \$500 will be charged to the family, which will be deducted from tuition.

- All fees are payable in advance for the entire school year prior to the student's first day of school. Special arrangements may be requested prior to the first day of school upon application to the Finance Office.

Late Admission

For students who enroll after the beginning of the school year, the following guidelines apply to tuition fees:

- If a child is admitted to the school at any time during first semester, full annual tuition fees will be charged.
- If a child is admitted to the school at any time during second semester, 65% of the tuition fees will be charged.
- If a child is admitted to the school within 30 calendar days prior to the last day of the school year (after May 15, 2019), the tuition fees will be pro-rated at 1/176th per school day.

Refunds

- Fees are non-refundable, regardless of withdrawal of the student at any time before the end of the academic year.
- Refunds may be obtained for unused lunch deposits only. No refunds will be made for Registration, Capital, Bus, nor Admission fees.
- No refunds will be made in case of temporary closing due to *force majeure*.

Read and accepted by _____ (Name) _____ (Signature) _____ (Date)

ACST

Cite Taeib M'hiri BP 150
2045 Laouina, Tunisia

Phone & Fax

Tel: +216 71 760 905
Fax: +216 71 761 412

Online

Email : school@acst.net
Website: www.acst.net



ACST Payment Instruction Sheet 2019/2020

All fees are in US Dollars. Payments may be made either:

- a US Dollar check payable to ACST drawn on a U.S. bank.
- a transfer to TD Bank in U.S. (include family name and invoice number in reference).
- Tunisian nationals must pay in Tunisian dinars (cash or check payable to ACST only).

All bank transfer charges are to be covered by the payor.

When making a transfer, please send a copy of the transfer to the Finance Office for confirmation of payment. Receipts will be issued for transfers only upon confirmation of funds transferred into the School bank account.

For wires in US Dollars Only (please DO NOT send wires in any other currency)

Bank Name	TD BANK, NA
Bank Address	1753 Connecticut Avenue, NW, Washington, DC 20009, USA
Account #	4255351028
Account Name	American Cooperative School of Tunis
Routing #	054001725
SWIFT Code:	NRTHUS33XXX
School Address	Km. 10 Route de La Marsa, Cite Taieb M'Hiri, Laouina 2045 - Tunisia

For transfers to this account please check with your bank to confirm if they are using an intermediary bank. In some cases an intermediary bank will deduct a handling charge. If this is the case, **\$50** must be added to the transfer amount. Any resulting credit balance will be refunded in Tunisian Dinars.

N.B. ACST will never suddenly instruct you to transfer money to a different bank account or unexpectedly ask you for sensitive financial information via email. Should you be in any doubt about the legitimacy of an email, call the school directly at +216 71 760 905.

LATE PAYMENT PENALTIES

Payers can avoid late payment fees by paying the invoice by its due date. Students will not be allowed to take a seat for class on the first day of school if the invoice is not fully paid or a payment plan (private payers only) has been agreed upon.

If necessary, penalties will be imposed as follows:

- 30 days late – 5% (annual rate) on unpaid balance;
- 60 days late – 10% (annual rate) on unpaid balance and warning for withdrawal;
- 90 days late – 15% (annual rate) on unpaid balance plus automatic withdrawal.

We appreciate your understanding and cooperation in ensuring prompt payment of school fees.

Read and accepted by _____
(Name) (Signature) (Date)

