



## Financial Terms and Regulations

<p><u>1. REGISTRATION AND CAPITAL ASSESSMENT</u></p>	<ul style="list-style-type: none"> <li>• These fees are due and payable <u>upon receipt of the invoice</u> to guarantee the student(s) place.</li> </ul>
<p><u>2. TUITION FEES</u></p>	<ul style="list-style-type: none"> <li>• These fees cover all school related expenses such as books, college counseling, graduation expenses for Grades 12 and 13 students, transcripts, educational consultants, instructional materials, textbooks, laboratory materials, EAL classes and learning support for students with documented mild learning disabilities</li> <li>• Tuition fees do not include optional International Baccalaureate (IB) Program, Advanced Placement exam, bus service and After School Activities fees.</li> <li>• Each parent/guardian registering a student is responsible for all payments of school fees. All parents/guardians are liable for payments on the due date(s), even if companies assume responsibility for all or part of the fees.</li> <li>• Furthermore, all parents are liable for all bank charges incurred.</li> </ul>
<p><u>3. PAYMENT DUE DATES</u></p>	<ul style="list-style-type: none"> <li>• Tuition and related fees are due <u>on the date(s) indicated on the invoice</u>.</li> <li>• Capital Assessment and Registration Fee for new students are due <u>upon receipt</u>.</li> <li>• A student may not be permitted to attend class until fees due are paid in full.</li> <li>• Any exception to this provision must be obtained in writing from the Head of School and/or the Director of Operations.</li> <li>• Tuition and related fees are payable in full, by semester or by installments.</li> </ul>
<p><u>4. FOR STUDENTS WHO ENROLL LATE</u></p>	<ul style="list-style-type: none"> <li>• For students who enroll after the payment due date(s), fees are due and payable upon receipt of the invoice.</li> <li>• Tuition and related fees for students admitted before the mid-semester dates as indicated on the AOSR calendar are due in full for the semester.</li> </ul>
<p><u>5. INSTALLMENT PLAN</u></p>	<ul style="list-style-type: none"> <li>• The installment plan is subject to a service charge of € 500 and is available upon request. This plan divides the annual tuition and transportation fees into 3 (three) equal payments due on or before the dates indicated on the invoice.</li> <li>• The installment plan <u>does not apply</u> to the Registration and Capital Assessment fees, nor does it apply to IB, AP or After School Activity fees.</li> </ul>
<p><u>6. LATE PAYMENT</u></p>	<ul style="list-style-type: none"> <li>• All payments must be net of expenses and any bank handling charges are to be borne in full by the remitter. A penalty charge of 1% per month will be added to any outstanding balance after 30 days.</li> </ul>
<p><u>7. EARLY WITHDRAWAL</u></p>	<ul style="list-style-type: none"> <li>• AOSR will not reimburse any payments for a current semester because of student's absences, withdrawal, suspension or expulsion.</li> <li>• However, Semester II payments will be reimbursed if AOSR is notified of a transfer within the first week of January. Official transcripts and records are released only after all financial obligations have been met.</li> </ul>



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<p><u>8. RETURNING STUDENTS</u></p>	<ul style="list-style-type: none"> <li>All students returning to AOSR for the following school year will receive their invoice in April/May. Invoices are payable on or before the due date(s) indicated on such invoice(s).</li> <li><b><u>Due to AOSR's open enrollment policy, we cannot guarantee a returning student's place after the payment deadline and AOSR may assign the place to a new student.</u></b></li> </ul>
<p><u>9. LATE RE-ENROLLMENT</u></p>	<ul style="list-style-type: none"> <li>Returning students whose parents/guardians submit re-registration confirmation after April 16, 2021 will be charged a late re-registration fee of € 150 per student.</li> </ul>
<p><u>10. FINANCIAL AID</u></p>	<ul style="list-style-type: none"> <li>Financial aid is granted on an individual basis per year and is considered for students whose parents or guardians submit evidence of financial hardship.</li> <li>Application forms may be obtained or downloaded from our website at <a href="http://www.aosr.org/admissions">www.aosr.org/admissions</a>.</li> <li>Financial Aid available is a specific and limited amount for the academic year determined by the Board of Trustees.</li> </ul>
<p><u>11. SCHOLARSHIP AWARD(S)</u></p>	<ul style="list-style-type: none"> <li>Scholarships are awarded to students on the basis of both academic merit and financial need.</li> <li>Students with distinguished academic excellence records and who submit evidence of financial hardship are most eligible for Scholarship Awards.</li> </ul>
<p><u>12. BUS SERVICE</u></p>	<ul style="list-style-type: none"> <li>School bus routes are arranged to offer THE MOST convenient service possible.</li> <li>Afternoon bus service is at 3:40 pm. There is a 5:15 pm bus service also available but <u>with a limited number of seats and drop off stops, ONLY</u> for students who are regularly signed up for after-school or supervised extra-curricular activities.</li> <li>The 5:15 pm bus parents must note that this is not a door to door service. Please first check availability with the Bus Coordinator, Mr. Aureli (<a href="mailto:vaureli@aosr.org">vaureli@aosr.org</a>).</li> <li>Please refer to our "Bus Regulations and Code of Conduct " available on our website at <a href="http://www.aosr.org/admissions/bus-service">www.aosr.org/admissions/bus-service</a></li> <li>AOSR reserves the right to change routes and times during the school year as needed. <u>Partial use of the bus service is not allowed.</u></li> </ul>
<p><u>13. LUNCH COSTS</u></p>	<ul style="list-style-type: none"> <li>Lunch costs are not included in the Tuition Fees but are complimentary for students in Pre-K through Grade 3. From Grades 4 to 12, cafeteria fees are à la carte.</li> <li>Student lunch accounts are paid directly to the caterer, cafeteria cashier or online via Pedevilla App (<a href="https://aosr.pedevilla.it">https://aosr.pedevilla.it</a>) where parents have access using the AOSR Mail Account. AOSR does not accept payment on behalf of the caterer. Please visit "Student Life – Cafeteria Service and Lunch Menus" for additional information.</li> </ul>
<p><u>14. BILLING</u></p>	<ul style="list-style-type: none"> <li>A photocopy of the "<b><i>Tessera Sanitaria</i></b>" or "<b><i>Codice Fiscale</i></b>" of the person whose name appears on the invoice must be submitted to the Billing Office (<a href="mailto:billing@aosr.org">billing@aosr.org</a>) in compliance with art. 21, Law Decree 31 May 2010 no.78.</li> </ul>



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	<ul style="list-style-type: none"><li>• Parents/legal guardians must inform AOSR if a specific third party will pay the school fees on their behalf. It is however the responsibility of the parents/legal guardians to ensure that the third party payments are made according to AOSR's payment terms.</li><li>• Parents/legal guardians are liable for any outstanding balances of school fees including charges for late payments.</li></ul>
<u><b>15. PAYMENTS</b></u>	<ul style="list-style-type: none"><li>• The maximum payment to be made in cash (euros) single or cumulative payments should be as follows In compliance with Law No.157 of 19 December 2019; € 2,000: With effect from 1 July 2020 to 31 December 2021; € 1,000: With effect from 1 January, 2022.</li><li>• Checks (Euros or U.S. dollars) or wire transfers (Euros or U.S. dollars). Checks are made payable to AMERICAN OVERSEAS SCHOOL OF ROME.</li><li>• For wire transfers it is of utmost importance to include the Family Code and the student's last name for whom payment is made.</li><li>• The school's bank account payment details are to be found at the left handside below the Invoice sent by the billing office.</li><li>• Please send a copy of the bank receipt/wire transfer to the school cashier immediately, either by fax at +39 06 33262608 or a scanned copy to the cashier Ms. Susan Ellis by email at: <a href="mailto:cashier@aosr.org">cashier@aosr.org</a></li></ul>

*AOSR reserves the right to accept or re-enroll a student as per AOSR's sole judgment*

\_\_\_\_\_  
Signature of Parent No.1 / legal guardian

\_\_\_\_\_  
Last Name

\_\_\_\_\_  
First name

Relationship to student(s):       Parent

Legal Guardian

\_\_\_\_\_  
Signature of Parent No.2 / legal guardian

\_\_\_\_\_  
Last Name

\_\_\_\_\_  
First name

Relationship to student(s):       Parent

Legal Guardian

The signature of the parent(s) and/or legal guardian(s) implies the acceptance of AOSR's financial terms & regulations (par.1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 12, 13, 14 and 15) outlined above, pursuant to Art. 1341 of the Italian Civil Code

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
Day      Month      Year

FAMILY CODE:

**American Overseas School of Rome**

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