



Financial Terms and Regulations

<p><u>1. REGISTRATION AND CAPITAL ASSESSMENT</u></p>	<ul style="list-style-type: none"> • The Capital Assessment Fee is a one-time fee applied to new families for their first year at AOSR. The fee is assigned to a fund specifically designed for capital projects. Capital Assessment is not refundable and is not prorated according to attendance or by the date of entry during the school year. • Capital Assessment is waived for new families enrolling only Pre-Kindergarten students. It will be applied once the first student enters Kindergarten. • The Registration Fee is a one-time, mandatory and non-refundable fee, and is due once a place at the school has been offered and accepted. • For re-enrolling students that had left AOSR for a period of more than 12 months the Capital Assessment fee will be waived and will only pay the Registration Fee upon acceptance. • These fees are due and payable <u>upon receipt of the invoice</u> to guarantee the student(s) place.
<p><u>2. TUITION FEES</u></p>	<ul style="list-style-type: none"> • These fees cover all school related expenses such as books, college counseling, graduation expenses for Grades 12, transcripts, educational consultants, instructional materials, textbooks, laboratory materials, EAL classes and learning support for students with documented mild learning disabilities • Tuition fees do not include optional International Baccalaureate (IB) Program, Advanced Placement exam, bus service and After School Activities fees. • 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. • Furthermore, all parents are liable for all bank charges incurred.
<p><u>3. PAYMENT DUE DATES</u></p>	<ul style="list-style-type: none"> • Tuition and related fees are due <u>on the date(s) indicated on the invoice</u>. • A student may not be permitted to attend class until fees due are paid in full. Any exception to this provision must be obtained in writing from the Head of School and/or the Director of Operations.
<p><u>4. LATE ENTRY</u></p>	<ul style="list-style-type: none"> • Tuition is not prorated according to attendance. However, if a student enters in the second semester of the school year 50% of the tuition fees plus all other fees and charges will be payable. • For students who enroll after the payment due date(s), fees are due and payable upon receipt of the invoice. • Semesters are paid in full and are not prorated.
<p><u>5. INSTALLMENT PLAN</u></p>	<ul style="list-style-type: none"> • 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. • 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.



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<p><u>6. LATE PAYMENT</u></p>	<ul style="list-style-type: none"> 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.
<p><u>7. EARLY WITHDRAWAL</u></p>	<ul style="list-style-type: none"> As the school generally admits students for the full year and must budget for teachers, books and supplies accordingly, the school cannot offer refunds for early withdrawal. AOSR will not reimburse any payments for a current semester because of student's absences, withdrawal, suspension or expulsion. In some extenuating circumstances, a student must withdraw before the close of the school year. In such cases: <ul style="list-style-type: none"> When a student must withdraw before the beginning of school, a 90% tuition refund will be made. If a student cannot attend second semester, AOSR will reimburse 50% of annual tuition if it is notified of a transfer within the first week of December. Notifications should be done to leaving@aosr.org. Official transcripts and records are released only after all financial obligations have been met. Semesters are paid in full and are not prorated.
<p><u>8. RETURNING STUDENTS</u></p>	<ul style="list-style-type: none"> 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). <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>
<p><u>9. LATE RE-ENROLLMENT</u></p>	<ul style="list-style-type: none"> Returning students whose parents/guardians submit re-registration confirmation after March 21, 2022 will be charged a late re-registration fee of € 150 per student.
<p><u>10. FINANCIAL AID</u></p>	<ul style="list-style-type: none"> Financial aid is granted on an individual basis per year and is considered for students whose parents or guardians submit evidence of financial hardship. Financial aid will be offered to families of continuing students. Application forms may be obtained or downloaded from our website at www.aosr.org/admissions. Financial Aid available is a specific and limited amount for the academic year determined by the Board of Trustees.
<p><u>11. SCHOLARSHIP AWARD(S)</u></p>	<ul style="list-style-type: none"> Scholarships are awarded to students on the basis of both academic merit and financial need. Students with distinguished academic excellence records and who submit evidence of financial hardship are most eligible for Scholarship Awards.
<p><u>12. BUS SERVICE</u></p>	<ul style="list-style-type: none"> School bus routes are arranged to offer THE MOST convenient service possible. 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. 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 (vaureli@aosr.org).



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	<ul style="list-style-type: none">● Please refer to our “Bus Regulations and Code of Conduct” available on our website at www.aosr.org/admissions/bus-service● 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>
<u>13. LUNCH COSTS</u>	<ul style="list-style-type: none">● 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.● Student lunch accounts are paid directly to the caterer, cafeteria cashier or online via Pedevilla App (https://aosr.pedevilla.it) 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.
<u>14. BILLING</u>	<ul style="list-style-type: none">● A photocopy of the “<i>Tessera Sanitaria</i>” or “<i>Codice Fiscale</i>” of the person whose name appears on the invoice must be submitted to the Billing Office (billing@aosr.org) in compliance with art. 21, Law Decree 31 May 2010 no.78.● 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.● Parents/legal guardians are liable for any outstanding balances of school fees including charges for late payments.
<u>15. PAYMENTS</u>	<ul style="list-style-type: none">● In compliance with D.L. n°124/2019, starting January 1, 2022, the maximum payment to be made in cash (euros) single or cumulative payments should be € 1.000.● Checks (Euros or U.S. dollars) or wire transfers (Euros or U.S. dollars). Checks are made payable to AMERICAN OVERSEAS SCHOOL OF ROME.● For wire transfers it is of utmost importance to include the Family Code and the student’s last name for whom payment is made.● The school's bank account payment details are to be found at the left handside below the Invoice sent by the billing office.● 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: cashier@aosr.org

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

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Via Cassia, 811, 00189 Rome, Italy | www.aosr.org | Tel (+39) 06.33438.1 | Fax (+39) 06.3326.2608

Codice Fiscale: 02985010582 | Partita I.V.A. 01145571004 | info@aosr.org



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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: