

## APPROVED AISM SCHEDULE OF FEES

### Fee Summary for 2022/23

This summary of fees forms part of the detailed Schedule of Fees approved by the Board of Directors of the American International School of Mozambique (AISM). These fees apply without exception to all students enrolled at AISM. All Fees are set in USD.

#### ENTRY FEES

New Student Fees	Application Fee	\$420
	New Student Capital Fee	\$10,200
Returning Student Fees	Returning Student Capital Fee	\$1,700

#### TUITION FEES

School Division	Grade Levels	Tuition Fee
Early Learning Center	ELC3 & ELC4	\$18,000
Primary School	KG to Grade 5	\$24,700
Middle School	Grades 6 to 8	\$27,900
High School	Grade 9 to 10	\$31,800
	Grade 11	\$32,900
	Grade 12	\$33,600

#### SUPPLEMENTAL SERVICES FEES

Supplemental Service Description	Regular	Intensive
Academic Support Program	No charge	
English as an Additional Language Support Program	No charge	
Speech Language Therapy Support Program	Provider contracted by parent	
Occupational Therapy Support Program	Provider contracted by parent	
Educational Psychologist Assessment	Provider contracted by parent	
One-to-one Classroom Aide	\$18,000/Year	\$4,500/Quarter

#### TRANSPORTATION SERVICE FEES

	One-way	Return Trip
Transportation Fees	\$1,600	\$2,550

# **APPROVED AISM SCHEDULE OF FEES for 2022/23**

The Board of Directors of the American International School of Mozambique (AISM) has approved the following Schedule of Fees for the 2022/23 School Year. This schedule applies without exception to all students attending AISM. Tuition Fees cover costs for all in-school and/or virtual learning, including but not limited to educational resources, curriculum related field trips, Week Without Walls and IB Fees. Costs for programs or services that are not covered by the school are also detailed in the following Schedule of Fees.

## **1) NEW STUDENT FEES**

New student fees are required in order to offset the costs of the admissions process, to place a financial guarantee on enrollment, and to cover an appropriate share of the cost of the school's prior, current and future investments into its major long-term assets such as but not limited to facilities and technology. These fees are non-refundable and stand until replaced with the subsequent Schedule of Fees, and are therefore subject to change.

### **a. APPLICATION FEE**

The non-refundable Application Fee is used to partially offset the costs of the admissions process. This fee is payable when the student's application is submitted, and payment is required **prior** to evaluation of the application by the Admissions Committee – an application is not considered complete until this fee has been paid. The fee is only valid for the school year for which the application is submitted.

### **b. NEW STUDENT CAPITAL FEE**

The non-refundable New Student Capital Fee is used for investments in the school's facilities, including construction or renovation projects and associated loan payments, major repairs and major maintenance costs for school facilities and grounds, as well as for investments in technology.

This fee applies to new students and is payable in full within five (5) working days of accepting an offer of admission, in order to secure the student's enrollment – payment is required prior to admittance. This fee is a once-in-a-lifetime fee, is non-transferable, and is valid for a 12-month period from the date of offering a space to the child (after this point, the Returning Student Capital Fee applies).

## **2) RETURNING STUDENT CAPITAL FEES**

The Returning Student Capital Fee is also used for investment in the school's major long-term assets such as but not limited to facilities and technology. This fee is non-refundable and stand until replaced with the subsequent Schedule of Fees, and are therefore subject to change. It is billed together with annual tuition billing and payment is required to secure a space for the upcoming school year.

## **3) ANNUAL TUITION FEES**

Tuition Fees are used to support the general annual operations of the school. Tuition Fees may be paid in full by June 1, or in two equal installments, due by June 1 and December 1, in advance of the start of each semester, in order to allow the school to manage enrollment accordingly.

These fees are non-discountable, and upon withdrawal are partially refundable on a full semester basis – attendance of any days during a semester requires payment in full for that semester. Notice of withdrawal must be made no less than 30 days prior to the semester start date in order to receive a full refund for that semester. Notice made less than 30 days of the semester start date will incur a 10% late withdrawal penalty on the value of the billing.

Mid-year admissions are pro-rated in the same manner, invoiced upon admission, and due within 30 days of invoice issuance. Start and end dates for the semesters are defined in the school calendar.

#### **4) SUPPLEMENTAL SERVICE FEES**

AISM offers a wide range of supplemental services for students requiring specialized support. Assessment of the need for supplemental services is determined by the Student Support Team and families will be informed of the supplemental service need no later than 30 days prior to the start of the next semester. Supplemental Service Fees are charged to partially offset the costs of the supplemental service program.

If a student requires supplemental services, the program and payment of associated fees are deemed obligatory in order to maintain enrollment. Fees are billed together with annual tuition billing, with mid-year determinations of need being billed separately and due within 30 days of issuance. Fees are applicable and refundable on a semester basis, with fees due and payable starting with the semester after the determination of need.

#### **5) OTHER STUDENT FEES:**

**a. TRANSPORTATION FEES:**

The school provides optional un-subsidized bus service to and from school to limited areas of Maputo - the school is not obligated to provide bus service if the housing location is not within the school's existing routes. Transportation Fees cover the direct costs of student transportation and a portion of internal administration costs to oversee the service.

Students may register for one-way or return trip service, although preference will be given to return trip riders, by way of an earlier registration cycle. Fees are billed together with annual tuition billing, with mid-year registrations being billed separately and due within 30 days of issuance. Transportation Fees are applicable and refundable on a half-semester basis, based on having used bus services during that quarter.

**b. SCHOOL TRIP FEES:**

The cost of optional extra-curricular school trips vary and depend on the trip's duration and location – School Trip Fees are set on a budgeted cost recovery basis for all direct costs. Pricing and payment deadlines will be published in advance of each trip.

**c. BRING YOUR OWN DEVICE (BYOD) PROGRAM:**

While not a fee paid to the school, all students in Grades 7 to 12 are required to bring their own appropriate device - more information on the hardware and software requirements is available from the technology office.

**d. LUNCH PROGRAM:**

A fixed-price hot meal program is offered at the school's cafeteria, and hot and cold snacks are available at the snack bar. Food offerings vary in price based on the food items individually purchased. Prices lists are published at the cafeteria and snack bar location.

**e. PHYSICAL EDUCATION (PE) UNIFORMS:**

While the school does not require a PE Uniform, suitable comfortable clothing and footwear is required to be worn by all students taking PE. AISM PE clothing is available for purchase at the School's Integrated Learning Department.

## **6) METHOD AND TERMS OF PAYMENT:**

All Fees are set in USD and are payable in USD or MZN (Meticais). Payments made in MZN are converted at the BCI (Banco Comercial e de Investimentos) sell rate of the day of payment – please contact the Finance Department to ensure the correct conversion. Payment must be made by one of the following methods, annotated with the student’s name and ID Number:

- By USD or MZN **wire transfer** to the school’s bank account
- By USD or MZN **deposit** direct to the school’s bank account
- By USD or MZN **check**, payable to “American International School of Mozambique”

The school bank account to be used for wire transfers or direct deposits shall be as noted on the billing invoice. All payments made must be net of any bank charges (wire transfer charges, etc.), which are the responsibility of the payer. The parent must provide proof of payment for wire transfers and direct deposits, even if payment is made by a sponsoring entity. Note that the school is unable to accept cash payments at the school’s Finance Office in excess of 1,000 USD or equivalent.

Any exceptions to the school’s Payment Terms and Conditions are subject to review and joint approval of the Finance Director, School Director and Board Treasurer.

## **7) UNPAID OBLIGATIONS:**

Any outstanding obligations of the student will be deducted from any refund(s). This includes trip fees and charges for unreturned or damaged textbooks, library books, etc.

Unpaid obligations must be settled in full by the end of each semester, failing which the student will be de-registered and not allowed re-entry until obligations are settled in full. Unpaid obligations must be fully settled before any student records (report cards, transcripts, diplomas, etc.) will be issued by the school.