



## PAYMENT GUIDELINES FOR THE 2023-2024 ACADEMIC YEAR

### I. FEE SCHEDULE (ALL RATES LISTED BELOW ARE PER STUDENT)

<b>1. Application Fee</b>	US\$ 400	<ul style="list-style-type: none"> <li>Applies only to new applicants.</li> <li>Non-refundable and payable in full upon submission of the completed application form.</li> </ul>
<b>2. One Time Capital Levy</b>	US\$ 10,000	<ul style="list-style-type: none"> <li>To cover Capital expenses.</li> <li>Payable at the time of enrollment.</li> <li>Non-refundable and payable by all new entrants joining Kindergarten to Grade 12.</li> <li>A reduction of US\$500 is given for every additional student enrolled from the same family.</li> <li>Postponed for Pre-K until students join Kindergarten.</li> <li>No discount is available on Capital Levy for early payment.</li> </ul>
<b>3. LCE Program</b>	US\$ 20,000	<ul style="list-style-type: none"> <li>Pre K – Grade 9.</li> <li>Amount payable in addition to the grade level tuition fees.</li> <li>This is a modified curriculum to meet student's IEP and social emotional needs, together with Daily Living Skills.</li> <li>The program also caters for students with intellectual disabilities.</li> </ul>
<b>4. Tuition Fee</b>		
Pre-Kindergarten	US\$ 18,450	<ul style="list-style-type: none"> <li>To cover Operational and Educational expenses.</li> <li>Fee per year, payable by semester.</li> <li>Fees are not prorated according to the enrollment date.</li> <li>1% discount for full year's tuition fee paid before July 1, 2023.</li> </ul>
Kindergarten	US\$ 29,200	
Grades 1 - 5	US\$ 30,810	
Grades 6 - 8	US\$ 32,200	
Grades 9 - 10	US\$ 34,020	
Grades 11- 12	US\$ 35,370	
<b>5. Annual Capital Levy</b>	US\$ 1,500	<ul style="list-style-type: none"> <li>To contribute to facility upgrade and development.</li> <li>Payable by all continuing students.</li> </ul>
<b>6. Bus fees</b>	US\$ 2,200	<ul style="list-style-type: none"> <li>For students who use school transportation.</li> <li>Reduction of US\$200 for every additional sibling.</li> <li>From the fourth sibling onwards, the bus fee will remain at US\$1,600.</li> </ul>

### II. TUITION FEE PAYMENT AND DEADLINES

#### Payment deadlines:

<b>March 31, 2023</b>	<ul style="list-style-type: none"> <li><b>US\$ 1,000 Tuition Deposit to reserve space for the 2023-24 school year.</b></li> </ul>
<b>July 1, 2023</b>	<ul style="list-style-type: none"> <li>Full tuition fee payment by this date entitles you to 1% discount.</li> </ul>
<b>August 9, 2023</b>	<ul style="list-style-type: none"> <li>First semester fees due.</li> </ul>
<b>January 9, 2024</b>	<ul style="list-style-type: none"> <li>Second semester fees due.</li> </ul>

#### Fees are payable by cheque or bank transfer as follows:

	Full Tuition Paid by July 1 Tuition fees after 1% discount	For parents paying by semester		For students joining Semester II
		Semester I August 10	Semester II January 10	Semester II only
Pre Kindergarten	US\$ 18,266	US\$ 11,070	US\$ 7,380	US\$ 9,225
Kindergarten	US\$ 28,908	US\$ 17,520	US\$ 11,680	US\$ 14,600
Grades 1 – 5	US\$ 30,502	US\$ 18,486	US\$ 12,324	US\$ 15,405
Grades 6 – 8	US\$ 31,878	US\$ 19,320	US\$ 12,880	US\$ 16,100
Grades 9 – 10	US\$ 33,680	US\$ 20,412	US\$ 13,608	US\$ 17,010
Grades 11 – 12	US\$ 35,016	US\$ 21,222	US\$ 14,148	US\$ 17,685

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## Overseas Bank details

<b>Account Name:</b>	International School of Kenya Foundation Inc
<b>Bank Name:</b>	TD Bank
<b>Bank Address:</b>	3470 Quakerbridge Road, Mercerville, NJ 08619 USA
<b>SWIFT Code:</b>	NRTHUS33 (for International wire)
<b>Bank ABA No.</b>	031201360 (for domestic transfer ACH)
<b>Account No.:</b>	4330232135
<b>Wire Routing/ABA Number:</b>	031101266 (For international wires)

## III. PAYMENT PLAN

- The Business Manager may negotiate and authorize payment plans in US Dollars with a surcharge of 0.5% per month, (or in Kenya Shillings at 1% per month).

## IV. FEE DEFAULTERS

- A penalty of 2% per month will be applied to the outstanding balance of any family who does not make payment at the beginning of the semester, or who fails to meet a payment deadline within their payment plan. Please note that failure to make payment within 30 days of a payment deadline may also result in the withdrawal of the student.

## V. REFUNDS

- Tuition fees, once paid, are non-refundable except when paid for a full year and a student is withdrawn prior to commencement of the semester. Attendance for any portion of a semester will preclude a refund of tuition fees.
- Application fees and Capital levies are non-refundable.

## VI. PAYMENT CURRENCY

- US Dollars.
- Kenyan citizens may pay in Kenya Shillings (evidence of citizenship is required).

## VII. SPECIAL FEES

### International Baccalaureate

- Students taking International Baccalaureate (IB) courses are responsible for all examination fees, related DHL costs, and a Kenya National Examination Council fee. Costs range from \$350 for a student taking one IB examination to as much as \$1,200 for a full IB diploma student in their senior year. Upon completion of the registration process in September, fees for each individual student are communicated by the IB Organization to ISK. Parents are billed in October and payment is due to ISK in November. There are additional charges for late registrations or any changes made after the final registration deadline. Please contact ISK's IB Coordinator for further information.

### Supplementary Language Instructional Fee

- ISK offers a range of language courses within the regular curriculum at no additional charge. Periodically additional native languages are offered to one or two students through the support of various national communities. The cost of instruction in these additional languages is not covered as part of ISK tuition and is payable by the parents to the respective language committee.

### Selected Inter-Cultural Trips

- For those Inter-Cultural trips where students fly to the destination, the parent is expected to pay US\$125 per child towards the cost of the airfare.

## VIII. WAIVER

- ISK intends to provide your child(ren) with a program that aligns with our Mission, Vision and stated educational philosophy. There may be times when you as a parent/guardian feel the school is not fulfilling your expectations for your child(ren). In that event, all disputes shall be resolved according to ISK's policies and procedures amicably and the school will not be held liable.

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