

Our Vision

Preparing students to become stewards of a just and sustainable world.

2023-2024 School Fees: NEW Students at AISD

Application Processing Fee *Non-Refundable*

An Application Fee of **US\$ 350** is required to initiate the processing of your application for enrollment.

School Fees:

I) Tuition Fee Payment Options *Tuition is the fee collected for the purpose of funding all operating costs for AISD*

OPTION 1: Full Year Payment Plan		OPTION 2: Semester Installment Payment Plan						
	Annual Tuition		1st Semester Tuition	1st Semester Service Charge	2nd Semester Tuition	2nd Semester Service Charge		
Pre-K3 Half Day	US\$ 13,900	Pre-K3 Half Day	US\$ 6,950	+	US\$ 347	US\$ 6,950	+	US\$ 173
Pre-K4	US\$ 16,900	Pre-K4	US\$ 8,450	+	US\$ 422	US\$ 8,450	+	US\$ 211
KG - Grade 5	US\$ 31,200	KG - Grade 5	US\$ 15,600	+	US\$ 780	US\$ 15,600	+	US\$ 390
Grades 6 - 8	US\$ 34,200	Grades 6 - 8	US\$ 17,100	+	US\$ 855	US\$ 17,100	+	US\$ 427
Grades 9 - 12	US\$ 37,300	Grades 9 - 12	US\$ 18,650	+	US\$ 932	US\$ 18,650	+	US\$ 466
<i>Service Charge Calculated as follows: 1st Semester = Full Annual Tuition x 2.5% 2nd Semester = Remaining Tuition Balance x 2.5%</i>								

II) New Student Capital/Registration Fee *Payable as Part of the 1st School Fee Invoice, Non-Refundable*

New Student Capital/Registration Fee is collected for the primary purpose of funding new construction and major renovations.

New Student Capital/Registration Fee: US\$ 15,000			
	Year Enrolled Pre-K3	Year Enrolled Pre-K4	Year Enrolled KG-12
Pre-K3	US\$ 3,000	--	--
Pre-K4	US\$ 5,000	US\$ 5,000	--
Kg-12	US\$ 7,000	US\$ 10,000	US\$ 15,000
TOTAL:	US\$ 15,000	US\$ 15,000	US\$ 15,000

Payment

As per school policy, all school fee payments should be made via USD check or USD wire transfer. See last page for additional information.

Acceptance Seat Deposit Fee *Non-Refundable*

In order to reserve your child(ren)'s classroom seat assignment(s), the \$3,000 Acceptance Seat Deposit fee must be received within 10 days from the date of invoice or before the child starts class, whichever comes first. Failure to make the payment within the deadline may result in loss of your child's seat assignment.

Deadline for Payment of Remaining School Fees

With the exception of new students accepted before **May 1st 2023**, the remaining balance of school fees (Invoice amount credited with US\$ 3,000 already paid) must be received within 30 days from the date of invoice.

TUITION FEES AND OTHER APPLICABLE CHARGES: SCHOOL YEAR 2023-2024



Payment and Fees Information

FIND THE SECTION APPLICABLE TO YOU:

I. If Date of Admissions is before July 1st

- Once you have received your notice of acceptance from AISD, you are required to pay a US\$ 3,000 non-refundable Seat Deposit Fee within 10 calendar days. This fee reserves a place for your child at AISD.
- For invoices issued before **May 1st 2023**, payment in full must be received by **May 31st 2023**.
- Invoices issued after **May 1st 2023** must be settled within 30 calendar days.

II. If Date of Admissions is after July 1st

- Once you have received your notice of acceptance from AISD, you are required to pay a US\$ 3,000 non-refundable Seat Deposit Fee within 10 calendar days. This fee reserves a place for your child at AISD.
- Invoice(s) issued after **July 1st 2023** must be settled within 30 calendar days.

III. If Date of Admissions is after 1st day of school

- Once you have received your notice of acceptance from AISD, you are required to pay a US\$ 3,000 non-refundable Seat Deposit Fee before your child begins their classes. This fee reserves a place for your child at AISD.
- Invoice(s) issued after the first day of class must be settled within 30 calendar days.
- Students in this category beginning school within the first six (6) weeks of any school quarter must pay the full quarter's tuition for which they enroll and any subsequent quarters remaining in the school year.

Full New Student Capital/Registration Fees and other applicable fees must be paid for all new students.

Refund Policy

The following conditions must be met to qualify for a tuition refund:

- The student must have withdrawn before attending any school days during the academic quarter in which the refund is being requested. That is, fees are refundable only when the student does not attend any part of the quarter(s).
- Refunds can only be claimed until the last day of the current school year. In addition, the Student Withdrawal Process (see Student Withdrawal) must be completed before claiming a refund.
- New students withdrawing after the deadline for settlement of school fees, but before the first day of school, will be refunded the tuition fee in full less the Acceptance Seat Deposit.
- You must complete and submit a Tuition Fee Refund Authorization Form available at the Business Office during normal business hours. Refunds are subject to a \$500 Administrative Charge for failure to notify the Business Office of withdrawal at least fourteen (14) calendar days before the student's last day of class.

Other Important Notes:

- Refunds will only be made to the original payer up to the amount paid against the invoice, in the currency in which the original payment was made. Refund of school fees originally paid in BDT will be processed at the exchange rate in effect when the first payment was made.
- **No portion of the Registration/Capital Fee, Service Charge or the Annual Capital Fee is refundable regardless of the withdrawal date.**

The Board may exercise its prerogative to withhold all or a portion of Tuition refunds, regardless of the nature of the emergency. Should circumstances require AISD to move to virtual school instruction, the days are counted as school days and no refunds of tuition will be considered.

TUITION FEES AND OTHER APPLICABLE CHARGES: SCHOOL YEAR 2023-2024



Student Withdrawal

Written notification (e-mail is acceptable) confirming the date of withdrawal must be sent to the Admissions Office and the appropriate school principal at least fourteen (14) calendar days before the date of withdrawal. The Admissions Office will then share the withdrawal form which needs to be completed. All departments - Activities Office, Business Office, ES/MS/HS Library and the Family Health Practice clinic - need to check that all school requirements are completed. On the date of withdrawal, Student IDs must be returned to the Business Office at which time you can receive a refund of any balance remaining on the ID card(s).

No records can be released until the withdrawal form is successfully completed and all dues & fees owed to the school have been paid.

Other Important Payment Information

In **ALL** cases, no student may begin attending classes until the non-refundable **US\$ 3,000 Seat Deposit** has been received. If any other school fee payments have not been received within the time frames included in this document, the school reserves the right to suspend attendance privileges. Payment is considered received once the funds have been credited to AISD's bank account.

Installment Plan for Payment of School Fees

Parents, legal guardians or companies electing the Installment Payment Plan will be assessed Installment Fees as follows:

- **1st Semester** = 50% of Full Annual Tuition, Plus Service Charge of 2.5% of Annual Tuition
- **2nd Semester** = Remaining Tuition Balance, Plus Service Charge of 2.5% of Remaining Balance

If you are unable to adhere to the above payment plan, it is essential that you contact AISD's Chief Financial Officer (CFO) at cfo@aisdhaka.org prior to the invoice due date to make alternative arrangements.

Additional Information

Campus ID Cards and Cafeteria/Food Purchases

AISD operates its own food services program for students in KG-12. In addition, there are vendors on the premises where drinks and food items may be purchased. Food can be purchased only with the student's Campus ID card. Funds can be added to the Campus ID cards in the Business Office, or on the AISD web site via debit/credit cards. Purchases by students in KG-5 grades may be linked directly to one of the parent or legal guardian's ID cards. Cards for students of KG-5 are kept in the classroom and managed by the teacher. Students in grades 6-12 must carry their ID cards to gain entrance into the school and for food and drink purchases. Money cannot be withdrawn from the ID card once topped up, unless it is at the time of student withdrawal from AISD.

Late Fees

Late Fee penalties are determined by the School Board Finance Committee on an annual basis. The Late Fee is payable immediately after its accrual. No other payment is acceptable while late fees are outstanding. A flat rate of 2% on the outstanding school fees due (installment amount in case of installment payment plan) will be charged as late fees if the school fees are not settled by the published deadline(s).

Lost or Damaged Books

Students are required to pay for the replacement cost of lost or damaged books. Payment is due immediately upon receipt of the invoice. The money paid is refundable to the parent or legal guardian if the book is found and returned in good condition within a reasonable amount of time. **Final report cards or school transcripts will not be released until the payment is received.**

TUITION FEES AND OTHER APPLICABLE CHARGES: SCHOOL YEAR 2023-2024



Technology

School-owned technology (computers, cameras, microscopes, etc.) may be provided for the convenience and use of AISD Students to assist them with completion of tasks or assignments given by the school. **It is expected that all equipment will be used in a responsible and reasonable manner, and returned in a timely manner.** Any equipment damaged or lost due to misuse or carelessness will be the student's responsibility. Any penalty incurred for lost or damaged equipment will be charged to the parent or legal guardian. Payment must be received by the school before reports cards, transcripts, or other student records will be released.

Optional School Activities

Students may elect to participate in activities that are in addition to the established school program. These include, but are not limited to, travel to Model UN, GIN, and sports and academic events outside of Bangladesh. Parents or legal guardians are responsible to cover the actual expenses for such activities (travel, hotel, visas, uniforms, etc.). An estimated total cost will be provided before the event and full payment is expected to be made, in US dollars, prior to the event.

Transportation

Bus transportation to and from school at the beginning and end of the school day is provided for students living in the diplomatic areas (Baridhara, Gulshan, and Banani) at no additional cost. For those who are living in more distant areas, transportation will be provided to the extent that it is found to be practical by the School Administration. **Under no circumstances will any adjustment be made to the School Fee for families who, for any reason, do not utilize the school transportation.**

Method of Payment

All Fees must be paid in US Dollars via wire transfer to the school-designated bank account or by bank draft, or by a personal check.

- a) In case of fees paid in US\$ by a wire transfer, a bank charge of **US\$ 50.00** must be added to every wire transfer. Also, please include Parent or Legal Guardian Name/Family Code and Student Name/Grade.
- b) The check is to be issued in favor of the **"American International School Dhaka."**
- c) **Payment in Cash US Dollar or Bangladesh Taka is not accepted.**

For Non-Visa Required (NVR) parents or legal guardians and local agencies who cannot legally pay in US Dollars:

- a) Payment by Taka check or bank transfer may be accepted, subject to a written request indicating the reason for the exception and approval of the CFO. Payments made in Taka will be calculated based on two (2) Taka above the then current monthly exchange rate as established by AISD. For example, if US\$1 = 112 Taka then the payment must be made at 114 Taka.
- b) The USD and Taka exchange rate will be specified by the School on a monthly basis. Please contact the school's business office to obtain the applicable exchange rate at the time of the transaction.
- c) The School Board reserves the right to re-compute the payable equivalent Taka amount in the event of significant currency devaluation throughout the school year.

Bank Transfer Instructions

Contact the Business Office at schoolfees@aisdhaka.org or +8801-713-396759.

12 United Nations Road, Baridhara, Dhaka-1212, Bangladesh

Phone: (880-2) 41081-837 to 850 **Fax:** (880-2) 4108-1836

E-mail: aisdmissions@aisdhaka.org or info@aisdhaka.org **Web:** www.aisdhaka.org