

Our Vision

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

2023-2024 School Fees: CONTINUING Students at AISD

Seat Reservation Deposit *Credited to 1st School Fee Invoice*

This fee of US\$2,000 reserves a seat for the upcoming school year. If this fee is not paid, your child's seat will not be reserved and may not be available. The deadline for payment is **April 13, 2023**. **Please see page 2 for more information.**

School Fees:

1) 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

*Service Charge Calculated as follows: 1st Semester = Full Annual Tuition x 2.5%
2nd Semester = Remaining Tuition Balance x 2.5%*

2) Annual Capital Reserve Fee

Payable as Part of 1st School Fee Invoice for Students in Grades 1-12, Non-Refundable

This **US\$ 1,000** fee is collected primarily for the purpose of funding the costs of new and replacement capital equipment. It may also be used to defray the cost of major construction projects, including renovations. This fee may also be used, from time to time, to offset operating expenses as approved by the Board of Trustees.

3) New Student Capital/Registration Fee

Applicable to Students who Enrolled in Pre-K3 or Pre-K4, Non-Refundable

The new Student Capital/Reserve Fee is collected for the primary purpose of funding new construction and major renovations. This fee may also be used, from time to time, to offset operating expenses as approved by the Board of Trustees.

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

Important: See Last Page for Additional School Fees Payment Information

Payment and Fees Information

Seat Reservation Deposit

A **US\$ 2,000** deposit is required to hold your child's seat for the upcoming year. The deposit must be received by **April 13th, 2023**. This \$2,000 will be credited against the total amount due. **Failure to make this payment by the deadline indicated will result in your child being moved to the waitlist.** This deposit is refundable only if you notify the business office in writing no later than **May 31st, 2023** that your child will not be continuing to attend AISD.

Important Dates & Termination Information

For the Full-Year Payment Plan, you will receive an invoice on or about **May 14th, 2023** for the full amount due with a payment deadline of **July 27th, 2023**. The above deposit will be shown as a credit on this invoice.

For the Semester Installment Payment Plan, the first installment payment is as per the schedule for the Full Year Payment Plan. For Second Semester, you will receive an invoice on or about **November 9th, 2023** for the full amount due with a payment deadline of **December 28th, 2023**.

Students will not be able to attend Second Semester classes before the Second Semester dues are settled.

NOTE: Continuing students who do not return by the 1st day of school for the 2023-24 school year, are required to pay full annual school fees as per our payment schedule since a position was reserved for them for the full school year. Otherwise, enrollment will be terminated and re-enrollment will be allowed only if there is space available.

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. The rate for payment in BDT will be the going monthly exchange rate as established by AISD.
- **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

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