



## Tuition & Fees Schedule 2024/2025 School Year

GRADE	Annual Tuition	Three Installment	Ten Installment
Due Date	1 Aug	1 Aug, 1 Nov, 1 Mar	1 Aug- 1 May
<b>PreK2</b>			
5 Days/Week - Half Day	14,720	4,907	1,516
5 days/week - Full Day	17,390	5,797	1,791
<b>PreK3</b>			
5 days/week - Full Day	17,390	5,797	1,791
<b>PreK4</b>	17,390	5,797	1,791
<b>Kindergarten - Grade 2</b>	20,850	6,950	2,148
<b>Grades 3 - 5</b>	24,050	8,017	2,477
<b>Grades 6 - 8</b>	26,980	8,993	2,779
<b>Grades 9 - 12</b>	28,700	9,567	2,956

### Application Fee

A non-refundable, non-deferable application fee of 350 KYD per child is payable to complete the application process.

The application fee is valid for the academic year for which the application is submitted. Applicants who receive a letter of acceptance but choose not to attend must pay an additional application fee to initiate the re-application process and be considered for future attendance.

### Enrollment Deposit (New Students)

A non-refundable, non-transferable deposit of 1,000 KYD is due upon acceptance. If payment is not received within 10 days, the seat will be released and may be offered to another student. The amount paid is applied towards the next year's tuition.

### Re-Enrollment Deposit (Continuing Students)

A non-refundable, non-transferable deposit of 1,000 KYD is due each year during the re-enrollment process to secure a student's seat for the subsequent school year. The amount paid is applied towards the next year's tuition.

### Tuition Discounts

- 2% Early Bird Discount awarded if tuition is paid in full by August 1
- 10% reduction is provided for the second child
- 15% reduction is provided for third and subsequent children
- Full tuition for the first child is based upon the child in the highest-grade level

## Payment Options

- One installment at the start of the school year - August 1
- Payment in three (3) equal installments - August 1, November 1, and March 1
- Payment in (10) equal installments - August 1 through May 1
  - A 5% fee applies to this option *(The surcharge reduction to 3% introduced last year, has been extended for the 2024-2025 school year).*

Payments may be made in the following ways:

- Check Payment
- Wire or online bank transfer

Senders are responsible for any fees, deductions, or currency exchange shortages that may be deducted from payments before they are received by Cayman International School.

Check payments should be made at the Business Office, situated in the High School building from 8:00 am to 3:00 pm during scheduled school days. Checks must be made payable to ISS (Cayman) Ltd.

Application fees, re-enrollment deposits (continuing students), and enrollment deposits (new students) must be paid at the time of registration using a debit/credit card, via the Parent Portal. The fees associated with these transactions will be absorbed by the school.

## Payment Policies

Tuition for Cayman International School is an annual tuition regardless of the installment plan selected.

Tuition includes all texts and resource materials, exam fees, technology, library resources, high-speed/wireless internet access, sports and fitness facility access during school hours. Additional fees may apply for online courses.

Tuition payments are due based on the selected payment schedule.

The enrollment of any student is a private contract between the parent and the school, regardless of any arrangement the parent may have with an employer concerning the payment of school fees. The parent always remains responsible for the payment of all school fees.

Tuition is stated in Cayman Island dollars (KYD). If paying in USD, please convert at .82 (1 USD = .82 KYD).

Please note, due to the way installment plans are structured, we do not normally allow a change in payment method during the school year. Any agreed changes may be subject to an administrative charge.

Local Online Payment Information		Overseas Wire Transfer Information	
Bank of Butterfield		Correspondent Bank	The Bank of New York Mellon, NY
Account Name	ISS (Cayman) Ltd	SWIFT BIC Code	IRVTUS3N
KYD Account Number	0210103504602	ABA Number	021 000 018
USD Account Number	01201035046	Beneficiary Bank	Butterfield Bank (Cayman) Limited, Grand Cayman
			SWIFT BIC Code: BNTBKYKY
			Account: 803 326 5086
		For Final Credit	Beneficiary Account Number: 01201035046
			Beneficiary Account Name: ISS (Cayman) Ltd.
			Beneficiary Address: 95 Minerva Drive, Camana Bay,
			George Town, Grand Cayman
Please state your child's name and a brief description in the reference field			

## **Late Payment Policy**

A late payment administrative charge of 1.5% will be applied to the student's account if payment is not received by the published due dates. Delinquent accounts may be subject to a hold being placed on report cards, transcripts, and other school records.

If outstanding fees and late payment administrative charges remain unpaid for 30 days, the student may have their attendance privileges revoked. For accounts that remain outstanding after 45 days, the school may refer the matter to the school's legal counsel to pursue collection. All related costs (including all legal fees and disbursements whether or not a legal proceeding is commenced) will become the responsibility of the family and will be added to their bill. In the event CIS deems, in its sole discretion, to engage attorneys to pursue the collection of unpaid fees and late payment charges, the family shall pay the fees and disbursements incurred by CIS on an indemnity basis.

In addition, in any situation where a late payment has exceeded 45 days, it will be up to the discretion of the school administration whether the student will be readmitted to the school following the receipt of the overdue payment.

If any payment remains due at the end of a tuition period or upon withdrawal from the school, no transcripts, transfers, or other records will be released until full payment, including late payment administrative charges are received.

## **Mid-Year Enrollments**

For new students enrolling after the start of the school year, billing for the remainder of the year will be sent upon acceptance and is due within 10 days. If payment is not received, the seat will be released and may be offered to another student.

For enrollment of students entering after the first day of school, tuition is calculated based on quarters.

When a student enrolls at any time during 1st quarter, tuition due is 100% of the annual amount; enrollment at any time during 2<sup>nd</sup> quarter, tuition due is 75% of the annual amount; enrollment during 3rd quarter, tuition due is 50% of the annual amount, enrollment during 4<sup>th</sup> quarter, tuition due is 30% of the annual amount.

## **Annual Re-enrollment for Returning/Continuing Students**

A 1,000 KYD non-refundable, non-transferable, re-enrollment deposit is due March 5, 2024, to secure your child's seat for the 2024/25 school year. Places for re-enrolled students will be secured only after the re-enrollment contract and the advance payment are received. The amount paid is applied towards the next year's tuition. If payment is not received by the due date, seats will be offered to students on the waitlist.

If a continuing student withdraws after July 1 and before August 1, tuition will be pro-rated based on 40% of the full tuition. Withdrawal after August 1 and before the first day of school, tuition will be pro-rated based on 60% of the full tuition. Please refer to the withdrawal policy.

## **Refund of Fees**

Tuition for Cayman International School is an annual tuition. Parents or guardians of students who leave CIS before the end of the school year are, without exception, responsible for tuition and any other charges pertaining to school fees. Tuition is pro-rated in accordance with CIS Board policy, as described in the CIS Policy Manual and the CIS Student/Parent Handbook. If a student is withdrawn from CIS during the school year, a withdrawal form must be submitted to the Admissions office at least 15 days prior to the withdrawal date.

Tuition will be pro-rated if at least 15 days' notice is received and is due in full prior to the student's last day of attendance. No records or transcripts will be released until payment is received.

When a student withdraws at any time during 1st or 2nd quarter, tuition due is 60% of the annual amount; withdrawal at any time during the 3rd quarter, tuition due is 80% of the annual amount; withdrawal at any time during 4th quarter, full annual tuition is due.

***Refunds will not be given in the event the school is closed due to catastrophic events and/or any circumstances resulting in interruption of business.*** Should such an event occur, the school reserves the right to retain 100% of tuition invoiced and/or paid as of the date of such event. No refund of school application fees or charges in part or in whole shall be granted except in the case where admission is not granted to the Cayman International School. Delinquent balances are subject to Administrative Late Charges, as described in the Policy Manual and Student-Parent Handbook.

*Please note that tuition fees are reviewed annually and subject to change.*