

# POLICIES AND PRACTICES

## SCHOOL YEAR 2025-2026



### Important Information

#### For New Students

##### 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**, payment in full must be received by **May 31st**.
- Invoices issued after **May 1st** 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 Acceptance Seat Deposit Fee within 10 calendar days. This fee reserves a place for your child at AISD.
- Invoices issued after **July 1st** 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.
- Invoices 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, as well as the remainder of the school year.

New Student Capital/Registration Fees and other applicable fees must be fully paid for all new students. Tuition Fees are applicable for the duration of the school year for which a seat is reserved for a student, even if there are delays in the student joining their classes.

#### For Continuing Students

A **US\$ 2,000** re-enrollment deposit is required to hold your child's seat for the upcoming year. The deposit must be received by **April 1st, 2025**. 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 1st, 2025** that your child will not be continuing to attend AISD.

For the Full-Year Payment Plan, you will receive an invoice on or about May 4th, 2025 for the full amount due with a payment deadline of **June 30th, 2025**. The re-enrollment 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 the Second Semester, you will receive an invoice on or about October 1st, 2025 for the full amount due with a payment deadline of **November 1st, 2025**.

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 2025-26 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. In addition, 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 re-enrollment deposit is refundable if the Business Office is informed of the student's withdrawal in writing no later than April 30.
- If a student withdraws by June 30<sup>th</sup> and the school is informed via writing, tuition fees are refundable. For continuing students, the re-enrollment deposit is forfeited.
- If a student withdraws after June 30<sup>th</sup> but before the first day of class of a new school year and the school is informed in writing, 80% of the tuition fee paid is refundable.
- If a student withdraws on or after the first day of school and before November 1st, and the school is informed in writing, the second semester tuition fee paid is refundable.
- **No refunds will be made for withdrawals after November 1st.**
- 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.
- A parent/guardian must complete and submit a Tuition Fee Refund Authorization Form available at the Business Office during normal business hours.

### 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 Development 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 2025-2026



### **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 your 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.**

### **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](mailto: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 2025-2026



### 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 will be invoiced in US Dollars and paid 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 = 130 Taka then the payment must be made at 132 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](mailto:schoolfees@aisdhaka.org) or +8801-713-396759.