

# American International School Dhaka

PRACTICES AND PROCEDURES · SCHOOL YEAR 2026–27

## 1. PAYMENT TIMELINES

### New Students

ADMISSION DATE	PAYMENT REQUIREMENTS
Before July 1	US\$ 3,000 seat deposit due within 10 days of acceptance. Full invoice due May 31 (if issued before May 1) or within 30 days of invoice date.
After July 1	US\$ 3,000 seat deposit due within 10 days of acceptance or before the first day of school, whichever is earlier.
After the first day of school	US\$ 3,000 seat deposit due before the student begins classes. Invoice settled within 30 days. Students enrolling within the first 6 weeks of a quarter are charged full quarter tuition plus the remainder of the year.

*All Capital fees must be fully settled before a new student begins classes. Tuition is charged for the full year from the date a seat is reserved, regardless of any delay in the student joining.*

### Continuing Students

A US\$ 2,000 re-enrolment deposit is required to hold your child's seat for the upcoming year, due by **April 10, 2026**. This amount is credited against your first invoice. Failure to pay by the deadline will move your child to the waitlist.

The deposit is refundable only if the Admission Office is notified in writing by **April 30, 2026**, that your child will not be returning.

## 2. PAYMENT PLAN

**Full Year Payment Plan:** Invoice issued beginning of May, 2026; payment due by **June 30, 2026**. The re-enrolment deposit will appear as a credit.

**Installment Payment Plan:** 1st Installment due **June 30, 2026**; 2nd Installment invoice issued beginning of October, 2026, with payment due by **November 1, 2026**. Students may not attend second-semester classes until second-semester fees are settled.

*Continuing students who do not return by the first day of school remain liable for full annual fees, as their seat was held for the full year. Enrolment will be terminated, and re-enrolment is subject to space availability.*

## 3. WITHDRAWAL PROCEDURE

Written notice must be sent to the Admissions Office ([aisdadmision@aisdhaka.org](mailto:aisdadmision@aisdhaka.org)) and the relevant Principal at least **14 calendar days** before the withdrawal date, confirming the date of departure. The Admissions Office will issue a Withdrawal Form requiring sign-off from all departments: Activities Office, Business Office, ES/MS/HS Library, and the Family Health Practice clinic. No records will be released until the Withdrawal Form is fully completed and all fees and dues are settled.

Student ID cards must be returned to the Business Office on the final day; any remaining card balance will be refunded at that time.

## 4. REFUND PROCEDURE

Following initiation of the withdrawal procedure, A **Tuition Fee Refund Authorisation Form** must be submitted, available from the Business Office. Refunds are processed only after the Student Withdrawal Process is complete and all outstanding dues are cleared.

WITHDRAWAL DATE	REFUND OUTCOME
By April 30	Re-enrolment deposit refunded in full.
By June 30	Tuition refunded in full. Re-enrolment deposit forfeited for continuing students.
After June 30, before the first day of school	80% of tuition fee refunded.
First day of school through October 31	Second-semester tuition fee refunded.
After November 1	No refund.

*New students withdrawing after fee settlement but before the first day of school will be refunded tuition in full, less the seat deposit. No portion of Capital/Registration Fees, Service Charges, or the Annual Development Fee is refundable, regardless of withdrawal date. Refunds are made to the original payer only, in the original currency and up to the amount paid. The Board reserves the right to withhold all or part of tuition refunds in an emergency. Virtual school days count as school days — no tuition refund applies.*

## 5. INSTALLMENT PAYMENT PLAN

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Parents, guardians, or companies electing the Installment Payment Plan will be charged a service fee as follows:

Installment	AMOUNT DUE
1st Installment	50% of full annual tuition, plus a non-refundable service charge of US\$ 1,200
2nd Installment	Remaining tuition balance

*If you are unable to meet the payment schedule, contact [schoolfees@aisdhaka.org](mailto:schoolfees@aisdhaka.org) before the invoice due date to make alternative arrangements.*

## 6. PAYMENT METHOD

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All fees are invoiced in US Dollars. **Cash is not accepted.** Payments must be made by cheque, wire transfer, or pay order, payable to 'American International School Dhaka.'

**Wire transfers:** Add US\$ 50 per transfer for bank charges. Include parent/guardian name, family code, and student name/grade in the transfer details.

**BDT payments:** Permitted only with prior written approval from the Business Office ([schoolfees@aisdhaka.org](mailto:schoolfees@aisdhaka.org)). The rate is set monthly by AISD at 2 Taka above the prevailing exchange rate. The Board reserves the right to recompute the payable Taka amount in the event of significant currency devaluation.

*Late fees: US\$ 200 charged for each 15-day period of delay after the due date. No other payments are accepted while late fees are outstanding.*

## 7. ADDITIONAL INFORMATION

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### Campus ID Cards & Cafeteria

Food and drink on campus can only be purchased using a Campus ID card. Cards for KG–Grade 5 students are managed by teachers; Grades 6–12 students carry their own and use them for school entry. Funds can be topped up at the Business Office or online via debit/credit card. Balances are non-withdrawable except at the time of withdrawal from AISD.

### Optional Activities

Travel-based activities (Model UN, GIN, sports, and academic events outside Bangladesh) are optional and invoiced separately. Full payment in US Dollars is required prior to the event. An estimated cost will be provided in advance.

### Transportation

Complimentary bus service is provided for students in Baridhara, Gulshan, and Banani. Extended transport is provided at the Administration's discretion for more distant areas. **No fee adjustment is made for families who choose not to use school transport.**

### Lost / Damaged Books & Technology

Students are responsible for the full replacement cost of lost or damaged books and school-owned technology (computers, cameras, microscopes, etc.). Payment is required upon receipt of the invoice. **Report cards and transcripts will not be released until payment is received.**

Questions? Contact the Business Office: [schoolfees@aisdhaka.org](mailto:schoolfees@aisdhaka.org) | +880 1713 396 759 | 12 United Nations Road, Baridhara, Dhaka-1212

*Last updated March 2026*