REGISTRATION & FEE POLICY
2012-2013

1. This written agreement to pay tuition for the entire year will be signed at registration or pre-registration. The Tuition Fee is applicable for the school academic year from August/April, which is divided into two semesters:

   Fall Semester         August to January
   Spring Semester       February to June

2. The Tuition Fee does not include or cover extra subject/ Learning Center support, English as a Second Language, coaching, uniforms, textbooks, external examination fee, transportation, courier charges, damages, breakages, specialized coaching for Sport or other co curricular activities, extra tutorials e.g. SAT AP. Any new student enrolling after the beginning of the year will agree to pay for the balance of the year on a prorated basis. (A minimum of two-thirds (2/3) of the annual tuition will be due regardless of the number of months in attendance.)

3. Regular Fees include yearbook, in-school activities, pictures, insurance, supplies, textbooks, science labs, standardized assessments, graduation, coaches’ fees, field trips, PTA membership and online SAT preparation class.

4. Tuition & Fees are annual fees due in full irrespective of the payment plan selected, per approved fee schedule.

   Parents may choose 1 of the three or four payment options made available. All payments are due on the first of the month regardless of the payment option chosen.

   The options are as follows:
   
   ● Yearly - Due on August 1
   ● Two installments – Due on August 1
       November 1
   ● Three installments – Due on August 1
       December 1
       March 1
   ● Monthly - Due on the first of every month.*

   *This option requires the double payment in December, to reflect the December and May payments.

Once registered, a student is assured of having a seat until September 1st, 2012 and no later. Any registered student who reports late will be responsible for the full tuition for the year.

5. Learning Center/ESL fees will be determined based on placement of student into the particular categories as per the approved fee schedule.
6. All tuition and fees must be paid in full in order for official school documents, student transcripts or student records to be transferred to any other school or to be released to parents. The school will make all reasonable efforts to collect these monies.

7. Cases of outstanding tuition or fees will result in students not being permitted to take semester exams, receive report cards, attend school or obtain official transcripts.

8. In cases where the school is forced to close prematurely due to reasons beyond its control, the school will not provide refunds for tuitions paid in full if the student does not return.

9. In case of withdrawal of a student during the school year, the tuition fee refund is calculated as follows. Refund only applies when tuition fees are paid in advance for the full academic year:
   - During the first quarter 75% of yearly tuition will be refunded
   - During the second quarter 25% of yearly tuition will be refunded
   - During the third and fourth quarters no refund will be granted

   To be refunded, parents must submit a letter to the school.

   In case of Force Majeure, which causes a student or students to be withdrawn from the school, the balance will be considered as a credit for the following school year.

10. The school reserves the right to revise/amend the Fee Schedule.

11. No student will be allowed to attend classes unless all pertinent tuition and fees have been paid.

12. No pre-registration or registration fee will be accepted unless this policy is signed.

13. Tuition and fees for International Students are due in full at the beginning of the school year. The school does not entertain “diplomatic clause” consideration for tuition and fees if the student cannot complete the academic year.

14. Tuition and fees are scheduled based on anticipated enrollment. The school reserves the right to review the tuition and fees schedule as needed if anticipated enrollment is not achieved.

15. After-School fees will be billed monthly for those who are enrolled in the programs.

16. Late pick-up fees will be billed for students who are picked up after 3:15 P.M.

LATE FEE
- In the event of late payment after the 10th of each month, a surcharge of 5% on balance due will be charged monthly.

BANK CHARGES
- In the event of check/draft return, a sum of 25.00 USD besides the bank charges shall be debited to the student’s account.

BREAKAGES/DAMAGES
- All breakages and damages caused by students will be charged along with the Tuition Fee.
I agree to abide by all the above and am registering my child/children for the 2012-2013 school-year.
I agree to the following payment plan selected, and I acknowledge that regardless of the plan I select, all tuition is due in full on April 1st, 2013.

_____ Yearly August through May-Due August 1
_____ 2 installments (August 1) (November 1)
_____ 3 installments (September/November) (December 2 payment/January) (February/April)
_____ Monthly - Due on the first of every month

_________________________________________  _______________________________________
NAME OF PARENT                          SIGNATURE OF PARENT
(Please print.)