



**SCHOOL FEES 2009-2010**  
**Updated - February 2009**

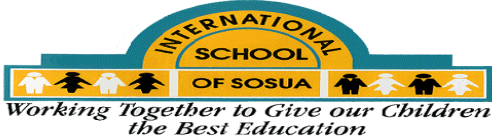
**POLICIES AND PROCEDURES CONCERNING PAYMENTS AND REFUND OF TUITION FEES:**

1. All parents must complete the Registration (first time) or Pre-Registration processes to enroll their child at ISS.
2. Neither the Business Manager, School Director, or any individual Board member have the authority to make exceptions to the payment or refund policies. These exceptions may only be approved by a Board of Directors resolution.
3. Late payment of tuition fees will have a US \$15.00 late fee penalty attached. If a parent selects the Early Payment Option and subsequently misses two consecutive payments, the family will be charged the discounted REGISTRATION fee.
4. No official school reports or transcripts will be released until all accounts are paid in full.
5. Any request for refund due to withdrawal must be made in writing to the Board of Directors through the School Director. There will be a non refundable administrative fee of US\$750 per child if the family selected an early payment plan or withdraws within the first ten days of school.
6. The payment policy stipulates that regardless of time spent at the school (beyond the ten days established above), the minimum tuition payment is equivalent to one semester of study.
7. The following policies govern payment of school fees:

**7.1. SCHOOL FEES = ADMISSION FEES and ANNUAL FEES (TUITION & REGISTRATION):**

	ADMISSION*	REGISTRATION AND FULL PAYMENT PLAN STARTING MARCH 1, 2008	REGISTRATION AND PAYMENT PLAN STARTING APRIL 1, 2008 AND AFTER		
		TUITION & REGISTRATION	TUITION	REGISTRATION	TUITION & REGISTRATION
INFANT GROUP ( Ages 1½ To 2) Half Day	\$ 500	\$ 2750	\$ 2750	\$ 400	\$ 3150
PRE-KINDER ( Ages 3-4) Full Day	\$ 600	\$ 4250	\$ 4250	\$ 500	\$ 4750
KINDERGARTEN	\$ 700	\$ 5650	\$ 5650	\$ 600	\$ 6250
GRADE 01 TO GRADE 05	\$ 750	\$ 6150	\$ 6150	\$ 700	\$ 6850
GRADE 06 TO GRADE 08	\$ 750	\$6250	\$ 6250	\$ 700	\$ 6950
GRADE 09 TO GRADE 12	\$ 750	\$ 6350	\$ 6350	\$ 700	\$ 7050

\* ADMISSION fees are applied to students registering for the first time at the school and is a one time payment.



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**7.2. FAMILY DISCOUNT:**

- The family discounts are always applied to the youngest student(s) to be registered at the school.
- ADMISSION – First child pays 100%, second child pays 75% and subsequent children pay 50% of the Admission Fee.
- TUITION - There will be a 25% discount for the 3<sup>rd</sup> and the 4<sup>th</sup> child registering from the same family.
- REGISTRATION – All registration fees must be paid in full unless children are registered and a payment plan began during the month of March.

**7.3. FULL PAYMENT DISCOUNT:**

- Families that pay School Fees in a one time cash payment are entitled a 5% discount on tuition.

**7.4. EARLY PAYMENT PROMOTION:**

- During the month of March, families that pay in full or begin a monthly payment plan are not required to pay registration fees.
- Admission fees and the first monthly payment must be paid no later than March 31<sup>st</sup> to qualify.

TEN PAYMENT PLAN: Invoices will be issued for the first day of each month starting in March and will be payable at the latest on the 15<sup>th</sup> day of the same month.

TEN PAYMENT PLAN	1	2	3	4	5	6	7	8	9	10
Date Invoice	Mar 1	Apr 1	May 1	Jun 1	Jul 1	Aug 1	Sep 1	Oct 1	Nov 1	Dec 1
Last Due Date to receive Payment	Mar 31	Apr 15	May 15	Jun 15	Jul 15	Aug 15	Sep15	Oct 15	Nov 15	Dec 15
GRADES										
INFANT GROUP Half Day	\$ 275	\$ 275	\$ 275	\$ 275	\$ 275	\$ 275	\$ 275	\$ 275	\$ 275	\$ 275
PRE-KINDER Full Day	\$ 425	\$ 425	\$ 425	\$ 425	\$ 425	\$ 425	\$ 425	\$ 425	\$ 425	\$ 425
KINDERGARTEN	\$ 565	\$ 565	\$ 565	\$ 565	\$ 565	\$ 565	\$ 565	\$ 565	\$ 565	\$ 565
GRAED 01 TO GRADE 05	\$ 615	\$ 615	\$ 615	\$ 615	\$ 615	\$ 615	\$ 615	\$ 615	\$ 615	\$ 615
GRADE 06 TO GRADE 08	\$ 625	\$ 625	\$ 625	\$ 625	\$ 625	\$ 625	\$ 625	\$ 625	\$ 625	\$ 625
GRADE 08 TO GRADE 12	\$ 635	\$ 635	\$ 635	\$ 635	\$ 595	\$ 595	\$ 595	\$ 595	\$ 595	\$ 595

**7.5. ALTERNATIVE PAYMENT PLANS:**

Families that register their child after March 31<sup>st</sup> may chose from a variety of payment plans depending upon the month that registration is completed.