



SCHOOL FEES 2010-2011
Updated – November 2010

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.
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5. No official school reports or transcripts will be released until all accounts are paid in full.
6. 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.
7. The payment policy stipulates that regardless of time spent at the school (unless the child is enrolled for less than 10 days), the minimum tuition payment is equivalent to one semester of study.
8. Students in grades 6 to 12 that are not enrolled in the dual program of study leading to both US and DR high school diplomas will be required to pay a per credit hour cost for online courses above and beyond regular tuition fees.
9. The following policies govern payment of school fees: SCHOOL FEES = ADMISSION FEES and ANNUAL FEES (TUITION & REGISTRATION):

	ADMISSION *free before Aug. 1, 2010	REGISTRATION AND FULL PAYMENT PLAN STARTING MARCH 1, 2010	REGISTRATION AND PAYMENT PLAN STARTING APRIL 1, 2010 AND AFTER		
		TUITION & REGISTRATION	TUITION	REGISTRATION	TUITION & REGISTRATION
INFANT GROUP (Ages 1½ To 2) Half Day	*	\$ 2750	\$ 2750	\$ 400	\$ 3150
INFANT GROUP (Ages 2-3) Full Day	*	\$ 3750	\$ 3750	\$ 500	\$ 4250
PRE-KINDER (Ages 3-4) Full Day	*	\$ 4250	\$ 4250	\$ 600	\$ 4850
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*	\$ 1500	\$ 6350	\$ 6350	\$ 750	\$ 7100

Note - ADMISSION fees are applied to students registering for the first time at the school and is a one time payment. Admission fees will be waived for local students in grades K-5.



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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 3rd and the 4th 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 31st 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 15th day of the same month.

TEN PAYMENT PLAN	1	2	3	4	5	6	7	8	9	10
Invoice Date	Mar 1	Apr 1	May 1	Jun 1	Jul 1	Aug 1	Sep 1	Oct 1	Nov 1	Dec 1
Last Date to receive Payment	Mar 31	Apr 15	May 15	Jun 15	Jul 15	Aug 15	Sep15	Oct 15	Nov 15	Dec 15
INFANT GROUP Half Day	275	275	275	275	275	275	275	275	275	275
INFANT GROUP Full Day	375	375	375	375	375	375	375	375	375	375
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 09 TO GRADE 12*	635	635	635	635	635	635	635	635	635	635

*does not include charges for students not completing a program of study that leads to the dual diploma.

7.5. ALTERNATIVE PAYMENT PLANS:

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