

AMERICAN INTERNATIONAL SCHOOL OF LOME – **A.I.S.L**

KEGUE (LOME, TOGO – WEST AFRICA)

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TUITION FEES SCHEDULE FOR 2017-2018 SCHOOL YEAR

FEE SCHEDULE

•	Nursery	\$ 2,000.00
•	Pre-Kindergarten	\$ 2,000.00
•	Kindergarten	\$ 6,000.00
•	Grade 1	\$ 6,000.00
•	Grade 2	\$ 7,000.00
•	Grade 3	\$ 7,000.00
•	Grade 4	\$ 7,500.00
•	Grade 5	\$ 7,500.00
•	Grade 6	\$ 8,000.00
•	Grade 7	\$ 8,500.00
•	Grade 8	\$ 8,500.00
•	Grade 9	\$ 11,000.00
•	Grade 10	\$ 11,000.00
•	Grade 11	\$ 11,500.00
•	Grade 12	\$ 12,000.00

Technology and Development Fees

\$500.00 Annually for returning students)

\$750.00 (One-time payment for new students only)

Registration Fee (non-refundable)

\$ 750.00 – For one student

\$ 650.00 – Each for two students

\$ 550.00 – Each for three students or more

(Registration fees are payable at the time of enrollment and are non-refundable.)

- **PAYMENT AND DUE DATES**

All tuition fees are quoted in US Dollars. However, payment may be made either in US Dollars or XOF Francs CFA at the prevailing rate of exchange set by the school. Full payment is expected to be made before the start of the school year or a two-time payment at the beginning of each semester. All payments are due before a student is allowed to attend classes. Any other payment options are based on discussion with the Director and upon approval of the Board.

- **DISCOUNTS**

A 2.5% discount is available upon payment of the full tuition fees for the school year on or before the first day of classes, or the first day a child is enrolled. **Family discount:** For a family of three or more, only the first and second child pays full tuition fees, the third and any other children pay 50% of the tuition fees. The family discount is only available if fees are paid on time.

- **LATE PAYMENT**

If fees are not paid promptly, as stated above, interest will be charged at 10% per week. Failure to make payment after one month, will result in the student being excluded from the school.

- **REFUNDS**

Fees once paid are non-refundable except when paid for a full year, and a student is withdrawn before the beginning of the second semester. The withdrawal could be due to a family transfer from Lomé, or other reasons deemed acceptable to the Board of Directors, in which case the second-semester fees will be refunded. No refund will be made for students withdrawing mid-semester without notice. No refund is made when a student is expelled from school. No refund is made when a student leaves during the last quarter. A final decision regarding refunds remains at the discretion of management.

- **PAYMENT CURRENCY**

Payment can be made in US Dollars or Francs CFA, but with at least 50% in either currency.

- **FULL SEMESTER / YEAR TUITION**

Students enrolled after the beginning of the school year or withdrawn from school before the end of the school year will be charged the full semester tuition fees irrespective of the number of days spent at school during the semester.

- **TEXTBOOKS AND LIBRARY MATERIAL**

Textbooks and library books are the property of the school, and they are borrowed by students. All textbooks and library books must be returned by students when due, at the end of the school year or the end of their course. Any student who fails to return his / her school material will pay for the cost of each item.

- **EXCHANGE RATE**

The school applies a standard exchange rate at the beginning of the school year to the Dollar in currency conversion. The exchange rate may be subject to change without prior notification to parents or sponsors depending on the market changes.

- **METHOD OF PAYMENT**

For school payments coming from abroad, parents should contact the Business Office for the school's account details for direct transfer into the school's account. Parents should provide the Business Office with a copy of a statement or receipt verifying the transfer of funds. For school payments originating in Lomé, payment can be made by cash or check directly with the Business Office. All wire transfer instructions must include the name of the student, and all transfer and collection charges will be passed on to parents. Checks should be made payable to the **American International School of Lomé**.

- **TUITION AGREEMENT**

All Parents must complete, sign and submit to the Business Office a tuition payment agreement form each school year.