



# International School of Ouagadougou

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Jeff Trudeau, Director

## Tuition and Fees

### 2021-2022

#### School Fees

<b>Application Fee:</b> (K-12)	€ 288 one-time fee (non-refundable)
<b>Facility Use Fee:</b> (PK-12)	€ 64 annual fee (non-refundable)
<b>Elementary Kit:</b> (PreK-5)	€ 40

#### Tuition Fees:

Pre-School 3	€ 3,059
Pre-School 4	€ 5,303
Grades K – 5	€ 16,012
Grades 6 – 8	€ 17,549
Grades 9 – 12	€ 18,112

#### Capital Levy Fee: (Board Policy 501.3)

The **capital levy** is a contribution paid by all students to maintain and improve the school's facilities and infrastructure. The amount and modalities of the capital levy contribution shall be determined annually in advance by the Board. The capital levy contribution is not pro-ratable or refundable. The capital levy must be paid in full with the first installment

The **annual capital levy fee** is payable at a rate of 3,000 Euros (per student) for the first year and 1,000 Euros per student each year thereafter. For students starting in PreK 3 or 4, the initial capital levy fee is 500 Euros and 1000 Euros per student each year thereafter.

#### Possible Additional Fees:

ESOL: Grades 2 – 12	€ 2,478
Transportation:	€ 650
PE Uniform	€ 20

If the Director deems that a student requires an in-class tutor, an additional fee reflecting the cost of the professional or paraprofessional employed and the type of assistance needed shall be charged. Should the Director deem that a student requires extra tutorials outside the classroom, he/she shall determine that student's needs with the teacher concerned and establish an ad hoc contract as appropriate. Families shall be invoiced by the school on a monthly basis for payments made to tutors assigned in this way.

#### Payment Methods and Instructions

All fees and levies are payable by check in EUR or XOF, or by bank transfer in EUR. or USD Cash payments are not accepted for any school fees or capital levy contributions at the ISO Business Office. Checks are to be made payable to: *International School of Ouagadougou*. See wiring instructions attached to this packet.

Receipt of payment is required by the International School of Ouagadougou (ISO) as soon as payment is made. This receipt should be emailed directly to Basil K. Mathai [b.mathai@iso.bf](mailto:b.mathai@iso.bf) or brought in person to the ISO Business Office. Be aware that your bank may charge a fee for a wire transfer.

### **Payment Installment Plan (Tuition only)**

The following options are available to ISO families:

#### Installment plans for 100% sponsored families

Families with 100% employer sponsorship for school fees must pay in full by June 30th of each calendar year. Exceptions must be arranged with the Director.

#### Installment plans for others

Families without 100% employer sponsorship and having to pay out of pocket may choose to pay in one, two, or four installments after being approved by the Business Manager. This request must be made in writing, by email or in person, by April 30th of each calendar year. The following are the installment plans:

1. One payment method: no later than June 30th of each calendar year
2. Two payment method:
  - a. First no later than June 30th of each calendar year
  - b. Second no later than the end of the first semester
3. Four payment method:
  - a. First no later than June 30th of each calendar year
  - b. Second no later than the end of the first quarter
  - c. Third no later than the end of the second quarter
  - d. Forth no later than the end of the third quarter

### **Late Payment Penalties** (Board Policy 501.8)

Late payment penalties shall be levied as follows:

- 1) 2.5% of fees due if payment is received on or before two months after the due date.
- 2) 5.0% of fees due if payment is received more than two months after the due date.

Student records and reports shall be withheld until all payments are brought up to date. If fees fall a full quarter behind, families may be asked to withdraw their child from the school. In any event, students for whom payments are outstanding from the previous school year(s) shall not be admitted at the start of the new school year until the arrears are paid in full.

### **Bank Charges**

As per Board Policy all bank charges incurred to ISO's account including charges for receiving wire transfers or foreign checks from foreign banks will be billed to the payee.

### **Late enrollment** (Board Policy 501.10)

- 1) Families enrolling students between July 1st and the first day of the school year shall pay all fees due by the first day of school in August and may apply for an adjusted payment plan per 501.7. Late payment penalties shall apply as per Board Policy 501.8.
- 2) Families enrolling students during the first quarter shall be charged the full fees for the year, and shall settle all fees due before commencing class
- 3) Families enrolling students after the end of the first quarter may, subject to the Director's agreement, be charged pro-rated school fees for the remainder of the year; they shall settle all fees due before commencing class: late payment penalties shall apply as per the above. Application and capital levy contributions are always payable in full and cannot be waived or pro-rated.

**Early withdrawal** (Board Policy 501.11)

1. Families who will be leaving the country before the end of the school year and who inform the school of their date of departure before June 30<sup>th</sup> shall be invoiced on a prorated basis, and shall settle the invoice in full before the start of the school year
2. Students withdrawn at any time in the school year as a result of political turmoil or civil unrest shall not be entitled to any refund of fees paid or any waiver of any fees outstanding under an installment plan.
3. In the event of students being withdrawn before the end of the first semester for reasons other than political turmoil and civil unrest, and providing notification is received on or before December 1<sup>st</sup> by the Director, ISO shall: (a) Waive payment of the second semester installments for families on an installment plan; (b) reimburse second semester fees for those that have paid in full.
4. Students withdrawn for whatever reason after the end of the first semester shall not be entitled to a fee waiver or refund.

**Cancellation** (Board Policy 501.12)

In the event of a student being unable to take up his/her place at the start of the school year for any reason other than political turmoil and civil unrest, and providing notification is received on or before August 1<sup>st</sup> by the Director, ISO shall refund second semester tuition and fees to families that have settled tuition fees in full. No refund shall be paid to families in this circumstance who have paid one semester's fees under an installment plan.

**Temporary withdrawal** (Board Policy 501.13)

Families temporarily withdrawing students from school but wishing to secure a place for their return later in the same school year shall be required to pay fees for the full year.

**Assisted Places** (Board Policy 502)

In order to maximize its revenues the school may exploit spare classroom capacity by awarding assisted places in Grades K – 12 to students from families unable to meet tuition fees in full. Within the parameters established to this end by the Board in the annual budget, the school may in such cases waive up to a maximum of 50% of tuition fees due<sup>1</sup>: all other fees shall be paid in full. Assisted places are awarded for one school year at a time, and are subject to renewed applications each year. Beneficiaries of an assisted place one year cannot be guaranteed an assisted place the next.

Applications for assisted places must be submitted using the appropriate form, available from the school administration and on the ISO website, together with the supporting documentation specified on the form, at the same time as the regular enrollment requests to which they are linked. By way of derogation to the schedule for the regular admissions and enrollment procedure (Section IV), applications for assisted places for the school year starting in August shall be submitted by March 31st at the latest. They shall be submitted in a sealed envelope, marked "Confidential: Article 502 Application"; a receipt shall be issued by the school administration. Applications received from April 1 to the end of first semester may, at the Board's discretion, be assessed on a first-come, first-served basis. Fee waivers shall under no circumstances be granted retro-actively; any waiver granted pursuant to Article 502 applications received after the start of the new school year shall apply only to second semester, the fees for the first semester being payable in full. From the end of the first semester, no applications will be accepted.

Applications for assisted places must be submitted using the appropriate form, available from the school administration and on the ISO website, together with the supporting documentation specified on the form. For further information please contact either the Business Manager or the Director.

**For Returning Families** (Board Policy 501.5)

Guarantee your child's spot by paying a € 500 deposit by April 30<sup>th</sup> 2021. The deposit will be applied to your tuition fees. The deposit is non-refundable and non-transferable.

<sup>1</sup>Provided there are remaining funds available