



# International School of Ouagadougou

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## Tuition and Fees

2011-2012

Installment plans must be pre-approved by the Director and will generally be reserved for those having to pay out of pocket.

Organizations/individuals with sponsorship by an organization must pay full amounts due up front.

Due date for all payments, including first installments for those approved, will be no later than June 30, 2011.

Payments must be made either in Euros or Fcfa.

Late payment penalties will be imposed on payments received August 1<sup>st</sup> or later including first installment payment for those pre-approved (5% for 30 days, 10% for 60 days, & 20% for 90 days plus possibility of being considered withdrawn from ISO).

Families not listed on our rolls by June 10<sup>th</sup> and arriving over the summer vacation must pay no later than the 5<sup>th</sup> day of school (August 23<sup>rd</sup>) after which they incur late payment penalties as outlined above.

### School fees for 2011-2012

Facility Use Fee: PK-12	€ 50 one-time fee (non-refundable)
Registration Fee: K-12	€ 205 one-time fee (non-refundable)
Tuition Fees:	
Pre-School 3 and 4	€ 4,038
Kindergarten	€ 10,215
Grades 1 – 5	€ 12,193
Grades 6 – 8	€ 13,362
Grades 9 – 12	€ 13,792
ESOL:	
Grades 1 – 12	€ 2,182 (if needed <sup>1</sup> )

### Capital Levy Fee:

**An annual capital levy fee** is payable at a rate of 500 Euros per year during pre-school years and 1,000 Euros per year per student during normal school years, up to a maximum of 5,000 Euros, and is non-refundable.

**A Capital Levy Certificate** of 5,000 Euros is available to institutions paying 100% of the school fees. This certificate is payable one-time only for each student enrolled. This certificate may be retired for up to two years should the student leave. The remaining unused credit may then be applied towards a new student.

Transportation: € 450 (if needed<sup>2</sup>) annual

### Payment methods and instructions

All fees are payable in Euros check, wire, or cash. Fcfa will also be accepted.

Checks are made payable to: *International School of Ouagadougou*.

Ask the Finance Manager for Euro or Fcfa wiring instructions.

<sup>1</sup> This fee is for English Speakers of Other Languages and is applied to student entering 1<sup>st</sup> through 12<sup>th</sup> grade who are not yet proficient in English. It is not required for Pre-K or Kindergarten.

<sup>2</sup> Transportation service is available only for students residing in *secteur Ouaga 2000*.

Families without employer sponsorship and having to pay out of pocket may pay in one, two, or three installments *if pre-approved by the Director*. Due dates are as follows:

One payment method: no later than June 30, 2011;

Two payment method: first payment no later than June 30 and the second on November 30, 2011;

Three payment method: first payment no later than June 30, second on October 31, 2011, and third on February 29, 2012.

#### Late payment penalties

Late payment shall attract a penalty of 5% of the fees due if payment is received within the 30-Day period after the June 30<sup>th</sup> due date.

Late payments past 30 days shall attract further late fees. Penalties of 10% and 20% shall be added to fees due after 60 and 90 days respectively.

If all fees are not paid in full by the end of 90 days after enrollment, the student(s) concerned shall be withdrawn from school.

#### Bank charges

Any bank charges incurred to ISO's account for receiving wire transfers or foreign checks from foreign banks will be billed to the payee.

Late Enrollment: Students who enroll after June 10<sup>th</sup> will have until the 5<sup>th</sup> day of school (August 23<sup>rd</sup>) to arrange payment of school fees. Penalties for late payments past this due date will apply. Students enrolling during the first quarter will be charged the full fees for the year. Students who enroll after the first quarter will be charged pro-rated school fees in accordance with the approval of the ISO Director. Registration and capital levy cannot be waived or pro-rated.

#### Early withdrawal refund

No early withdrawal refunds may be paid after 90 days of attendance.

If a family knows they will be leaving early in the school year, they must inform the school in writing at the beginning of the school year notifying ISO of their date of departure to benefit from a pro-rated invoice to be paid in advance for the time of their stay.

#### Financial Assistance

ISO offers financial assistance to parents demonstrating financial need and depending on available resources. For more information about the application procedure, contact the Director. Those receiving financial assistance must re-apply every year.