

ADMISSIONS POLICY

The American International School/Dhaka (AIS/D) is a multicultural institution with an American curriculum structure taught in the English language. Its primary purpose is to provide quality education for expatriate children.

Once students are officially enrolled in AIS/D, they will be assured of continued enrollment as long as they are achieving satisfactory academic results, fees are paid, and behaviour is of an acceptable standard.

Students are admitted and placed in grades after due consideration of : age, school records, achievement level, emotional and physical maturity, and an academic test administered by the appropriate school counselor.

At AIS/D we attempt to develop productive ongoing relationships with all our school families in order to collectively support our students' growth and development. We expect all parents to be actively involved in their child/ren's education and have established guidelines for positive interactions, which are found in each of the divisional handbooks.

The following must be submitted before an application will be considered:

_____ A completed Application Form

_____ A completed Language Profile Form

_____ A completed Confidential Teacher Recommendation Form completed by the student's Counselor/Teacher and sent directly by the current school to AIS/D

_____ A complete set of Academic Transcripts or Report Cards for the past 3 years of school

_____ A copy of any standardized achievement test scores (ITBS, PSAT etc)

_____ Speech/language, psycho-educational or special needs evaluations and or records

_____ A completed Health Form

_____ A copy of immunization records

_____ A copy of student's photo identification page of passport and Bangladesh visa

_____ A copy of one parent's photo identification page of passport and Bangladesh visa

_____ A non-refundable Admissions Processing Fee of US\$50

_____ All records must be submitted in English. Translations must be verified/certified by an official translator. Parents may not translate records.

Once you have completed the appropriate forms and documents please submit them to the Registrar's Office. The office will review the documentation and arrange a time to meet with the appropriate counselor and set up testing as required.

Admission Processing Fee

Upon application, the Admissions Processing Fee is payable at the following rate and is non-refundable.

Pre-Kindergarten - Grade 12 US \$ 50

School Fees Explanation

AIS/D is a non-profit organization, funded entirely through School Fees. It contracts for personnel and supplies a year in advance, thus School Fees and other fees must be paid in advance for the full year. School Fees covers the cost of basic textbooks, some classroom and art supplies, laboratory equipment and materials, costs of most school athletic activities, class trips, salaries of teaching and support staff, transportation to and from pickup points when practical, and other instructional activities. School Fee charges vary between grade levels and are based upon the average instructional costs at each grade level.

School Fees for School Year 2008-09

Grade Level	Registration Fee	School Fees	Total
Pre-Kindergarten	Nil	5,140.00	5,140.00
Pre-Kindergarten	Nil	5,140.00	5,140.00
Pre-Kindergarten 4/Full Day	Nil	7,680.00	7,680.00
Kindergarten	3,450.00	13,540.00	16,990.00
Grade 1	3,450.00	13,540.00	16,990.00
Grade 2	3,450.00	13,540.00	16,990.00
Grade 3	3,450.00	13,540.00	16,990.00
Grade 4	3,450.00	13,540.00	16,990.00
Grade 5	3,450.00	13,540.00	16,990.00
Grade 6	3,450.00	16,630.00	20,080.00
Grade 7	3,450.00	16,630.00	20,080.00
Grade 8	3,450.00	16,630.00	20,080.00
Grade 9	3,450.00	17,940.00	21,390.00
Grade 10	3,450.00	17,940.00	21,390.00
Grade 11	3,450.00	17,940.00	21,390.00
Grade 12	3,450.00	17,940.00	21,390.00

Please Note: Receipts are issued against payment of all fees and charges. These receipts are often required by individual agencies as proof of payment. Please keep receipts for your records.

Registration Fee

The one-time Registration fee is payable upon formal acceptance by AIS/D and is non-refundable.

METHOD OF PAYMENT

With the exception of fees paid by Bangladeshi nationals, all School Fees and other fees must be paid in US Dollars. Payment in cash US Dollar is not accepted. Bangladeshi nationals may pay in Taka based upon the prevalent exchange rate as specified by the School. The School Board reserves the right to adjust the Taka School Fees during the course of the year in the event of a significant currency devaluation. Payment in cash Taka is discouraged. The Business Office (Tel: 882-2452) should be contacted regarding the current exchange rate before payment is made. The Superintendent may approve an exception to the method of payment.

Bank drafts, checks and wire transfers are the modes of payment acceptable to the School. Credit in the School account will only be made after the clearance of a check or acknowledgement of a wire transfer by the School's bank.

Checks are to be made in favor of: "**American International School/Dhaka**"

All payments should be made at the School Business Office except cafeteria charges. Wire transfers are to be made directly to our bank account as follows:

Bank Transfer Instruction:

Bank:	Commerce Bank, NA 1753 Connecticut Avenue, NW Washington, DC 20009, USA
SWIFT Code:	CBNAUS33
ABA/routing:	054001725
Beneficiary:	American International School/Dhaka
Account:	3980306702

Important Notes:

The Wire Transfer information must be notified to the School Business Office in writing in reference to the Parents Name/Code and Students Name/Grade. The transaction may remain un-accounted for in absence of the appropriate data to this effect.

PAYMENT PERIOD

Please Note: All quarters and semesters cited herein refer to academic quarters and academic semesters. The specific time period of each quarter and semester will be determined by the official school calendar.

New and Continuing Students

School Fees and other fees, as applicable, are due and payable for the full year within 30 calendar days of the School Fees invoice date. If payment for the full year cannot be made, the parent or his/her designee must arrange with the Superintendent for an exception to the full year payment. Even when such an exception is made, a minimum payment of the full Registration Fee and the School Fees for the first semester is required. A late payment fee of 1.5% per month on outstanding School Fees must be paid even in those cases where the Superintendent has granted approval for deferred payment. If an arrangement for payment of fees is not made within 30 calendar days of its due date, the student may be removed from classes.

The School Fees for the second semester must be paid in full prior to the first day of the second semester. If fees are not paid within 30 calendar days of the beginning of the second semester the student may be removed from classes.

Students continuing from the preceding year but starting school late in the current year will be required to pay full annual fees since a position was reserved for them for the full school year. Otherwise, enrollment will be terminated and re-enrollment will be allowed only if there is room for doing so.

Enrollment During the School Year

Students enrolling in the school at any time after the first day of classes and within the first quarter will be required to pay the full Registration Fee and the School Fees for the current semester and for the second semester of the academic year.

Students enrolling during the second quarter of the school year will be required to pay the full School Fees for the second quarter and second semester of the academic year. The Registration Fee, however, is payable in full irrespective of the enrollment date during the year. All fees must be paid within 30 calendar days of the invoice date or by the end of the first semester, whichever comes first. If an arrangement for payment of fees is not made within 30 calendar days of its due date, the student may be removed from classes.

If full payment of all fees cannot be made at the time of enrollment, the parent or his/her designee must arrange with the Superintendent for an exception to the full year payment. Even when such an exception is made, a minimum payment of the full Registration Fee and the School Fees for the balance of the first semester is required. A late payment fee of 1.5% per month on outstanding School Fees must be paid even in those cases where the Superintendent has granted approval for deferred payment. The School Fees for the second semester must be paid in full at the beginning of the second semester. If fees are not paid within 30 calendar days of the beginning of the second semester the student may be removed from classes.

Students transferring from an accredited school system from the beginning of the second semester will be required to pay the full School Fees for the second semester and the full Registration Fee within 30 days of the invoice date or March 01, whichever comes first. If fees are not paid within 30 calendar days of the due date then the student may be removed from classes. Arrangement for deferred payment cannot be made for payment of school fees for second semester.

Students enrolling at the beginning or within the fourth quarter will be required to pay the full Registration Fee, the full Capital Levy, and full School Fees for the fourth quarter at the time of Admission.

Late Fees

School Fees not paid within 30 calendar days from the invoice date will incur a late fee @1.5% per month until the amount due is paid. This late fee is calculated every month on the outstanding school dues and any portion of a month will be billed as an entire month.

The late fee is payable immediately after its accrual. No other payment is acceptable while late fee dues are outstanding. The late fee dues will be adjusted first from any partial payment.

Non-payment of School Fees

After enrollment, students whose fees have not been properly settled within 60 calendar days from the date of invoice and whose parents have not made a satisfactory arrangement with the Superintendent for eventual payment may be **removed from classes** until all fees are paid.

At the end of 30 calendar days of removal from classes the student's status will become "disenrolled from the school". In order to rejoin the school such a child's parent(s) will need to pay all outstanding fees, apply for re-enrollment and pay the Admission Processing Fee as though they were new students.

Report cards and other school records will not be released to parents or other instructional institutions until all fees due is paid in full. In the case of late or non-payment of fees, the school will continue suspension and non-release of records until Bank Checks have been cleared or wire transfers have been acknowledged.

Refund Policy

The School Fee is refundable only for the semester of non-attendance. School Fees are not refundable for the semester during which the student actually withdrew, regardless of when this occurred. A written notice of date of withdrawal should be presented to the school as soon as possible. In cases of emergency which cause an unusually high number of student withdrawals, the Board may exercise its prerogative to withhold all or a portion of School Fees refunds, regardless of when the emergency occurs.

All foreign currency refunds will be made from one of the school's foreign currency accounts. Taka payments will be refunded in Taka only for the original amount that was received in Taka and the equivalent dollar amount will not be considered in calculating the Taka refund value.

MISCELLANEOUS

Transportation

Bus transportation to and from school at the beginning and end of the school day is provided to students living in the local area and to those living in more distant areas to the extent it is practical. The Transportation Officer will make every effort to adjust bus routes to serve students living in outlying areas, however, it may simply not be appropriate to provide service to very small numbers of children in remote locations. Due to the nature of our billing system, under no circumstances will rebates be made to families who, for any reason, do not utilize school transportation.

Cafeteria Charges

The Cafeteria offers a choice of 2 menus daily and is operated by a Contracting Company. The food charges are collected directly by the Contracting Company. The cafeteria charges for students choosing to purchase lunch at school are paid in two ways:

- (1) an annual card for students in all grades; or
- (2) a lunch card or meal coupon books as follows:
 - Elementary School students - a lunch card for 30 meals
 - Middle and High School students - 10-meal coupon books

Cafeteria charges are approved by the School Board and need to be paid in Taka.

Lost Books

Students are required to pay the replacement cost for lost books. Payment is due immediately upon receipt of invoice. The fee is refundable if the book is found and returned in good condition. Final report cards or records will not be released until payment is made.

**American International School/Dhaka
United Nations Road, Baridhara
Dhaka, Bangladesh 1212**

**Phone: (880-2) 882-2452, 881-7462
Fax: (880-2) 882-3175
E-mail: admissions@ais-dhaka.net**