



**Tuition & Fees
2021-2022**

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Annual Tuition Fees:

Grade	<u>Employer-Paying Families</u>	<u>Self-Paying Families</u>
Seedlings & Pre-Kindergarten: Half Day	\$ 6,257	\$ 6,134
Pre-Kindergarten 1 & 2: Full Day	\$ 8,230	\$ 8,060
Kindergarten – Grade 5	\$ 20,446	\$ 13,375
Grades 6-8	\$ 23,433	\$ 16,429
Grades 9-10	\$ 25,287	\$ 6,000*
Grades 11-12	\$ 25,287	\$ 7,500*

One-Time Enrollment Fees:

Application Fee	School Development Fee
\$200	\$4,500

Other Annual Fees:

Yearly Registration Fee		
Before the last day of classes of current school year (By June 17, 2021)	Between the two school years (June 18 - August 30, 2021)	After the first day of classes of the coming school year (August 31, 2021 and later)
\$100	\$150	\$200

The costs of textbooks and supplies and weekday after-school activities will be covered by these fees. Occasional costs for special field trips or optional Saturday clubs/sports activities may apply. There is no BAIS uniform or fee.

BAIS Fee & Payment Policies are included on the following pages, including: payment dates, discounts, fees and account information.

FEE POLICIES

5.13 Tuition and Fees

Policy 5.13 subpoints revised and approved March 22, 2021

The BAIS Board of Directors establishes BAIS tuition and fees annually, as part of the budget preparation process. Tuition for each grade level shall be recommended by the School Director and Finance Committee. The Tuition shall be so calculated that, based upon the enrollment projections for the budget year, estimated total tuition shall cover the school's total operating budget.

The Board of Directors may approve other charges or fees. The establishment of any new fees requires the approval of the full Board. The Board will share an annual tuition and fee policy document with parents in February prior to the start of the academic year. Fees are non-transferable.

5.13.1 Fee Categories

Tuition Fee

The tuition fee will cover the cost of the entire curricular and co-curricular program and is payable by Trimester. Attendance during any part of a Trimester will be invoiced for the full trimester fee with the following exception:

Arrival and Enrollment in January: *(Adopted 16 December 2020)* Students enrolling for the first time at BAIS in January may be granted a 15% reduction to Trimester 2 tuition fees when they miss attendance in the first part of Trimester 2 due to:

- the timing of the family's relocation to The Gambia, and/or
- completion of the prior school's academic term in December.

Development Fee

The School Development Fee is intended to support capital improvements to school facilities, and for building a reserve fund for the long-term sustainability of the school. It is a one-time only, non-refundable fee charged for all children entering BAIS of an amount to be determined annually by the Board. This fee may be paid in installments as noted below:

Development Fee Payment Options:

- Pre-Kindergarten:
 - Option 1: Pay the Development Fee when the child enters Kindergarten – the fee will be paid as one lump sum and charged at the rate prevailing during the Kindergarten academic year, or
 - Option 2: Pay the Development Fee in installments of \$1,300 per PK year and pay the remaining balance in Kindergarten – the fee will be charged at the rate prevailing during the year the student was enrolled.
- Kindergarten-Grade 12 Self-Paying families:
 - Option 1: Pay the Development Fee when the child enters – the fee will be paid as one lump sum and charged at the rate prevailing during that academic year, or
 - Option 2: Pay the Development Fee in up to 6 installments across no more than the first two academic years of enrollment at the annual rate.
- Kindergarten-Grade 12 Employer-Paying families:
 - The Development fee is to be paid as a lump sum with the first trimester payment.

In the event that a student is not continually enrolled at BAIS, any school development fee payments will remain credited towards the total School Development Fee which is in force in the year that the child returns to BAIS.

Students that are continually enrolled, once having paid the total School Development Fee, are exempted from having to pay additional fees if the School Development Fee is raised, and do not receive a refund if the fee is lowered.

Application Fee (for New Students) A non-refundable, one-time application fee of \$200 is charged for new students applying to the Banjul American International School. This fee must be paid during the first trimester enrolled in the school along with the tuition payment.

Yearly Registration Fee (for Continuing Students) A non-refundable, Yearly Registration fee is charged annually for students continuing their enrollment. (\$100-\$200 pending date paid.) Early payment of this fee allows BAIS to best predict enrollment and number of staff required. Otherwise, this fee must be paid during the first trimester enrolled in the school along with the tuition payment.

5.13.2 Fee Payments

The responsibility for tuition payment rests with the parents, not with their employer.

Tuition and fee invoices shall be sent to parents at least four (4) weeks prior to the due date. Payment due dates for tuition and fees will be stated on the invoice. Payment must be made promptly and by the due date.

- Payment in US Dollars Tuition and fees are to be paid in US Dollars by bank transfer or direct cash deposit into a school bank account. The school will accept U.S. dollar personal checks. The Director may allow for payment in Gambian Dalasis at the rate determined by the school.
- Bank Fees All Transaction Fees resulting from transfer of funds are the responsibility of the parent. Further invoices will include any amounts taken from the payment as a result of bank charges and resulting in the reduction of the amount paid versus the amount due.

5.13.3 Outstanding Payments

Follow up on late payments shall be promptly executed by the Business Manager and reported to the Director. Parents with accounts in arrears may be notified by telephone, electronic and hard copy. Records of these communications shall be maintained.

School documents will not be released until all charges are paid. Only students with a zero balance will be allowed to register/attend classes in the following year.

- Late Payment Fee A late payment fee of 5% will be applied to payments made after the due date. Parents who are unable to avoid a late tuition payment must submit to the Director prior to the due date a written request for extension to avoid the late payment fee.
- Unpaid Accounts If an account remains unpaid for more than 30 days into a new trimester or beyond the end of the academic year, the student is subject to removal from class.
- Bad Debt Efforts will be made to collect the debt for a period of three years following the due date after which the debt is written off. The school reserves the right to pursue bad debts under the appropriate provisions of Gambian law.

5.13.4 Refunds

With approval from the Board, refunds may be issued to families of students withdrawn within two weeks of the beginning of an academic year or payment period.

There will be no refunds to payments of any tuition or fees after that two-week grace period.

No refunds will be made in the case of closure due to Force Majeure.

5.13.5 Discounts

The Board may approve discounts and will include them in the Policy Manual. Current approved discounts:

*BAIS High School Discount – Self-Paying Families only

A heavily discounted tuition rate will be offered to self-paying families to promote the establishment of a high school program. No Family Discount will be applied to students availing this special rate.

Family Discount

A reduced payment schedule is offered for families (same mother and father) with more than one child who are enrolled at BAIS and not receiving any other reduction to tuition. This applies to tuition only. Family discounts will be applied in the order of highest tuition to lowest.

- The highest tuition will be charged in full - 100% tuition.
- The next highest tuition will receive a reduction of 10% = 90% tuition.
- Other children in the same family will have their tuition reduced 20% = 80% tuition.

5.13.6 Auditing/Visiting Student Fee

To qualify as Auditing/Visiting students, the Director must confirm that the student meets the definition made in Section 9: Students. The maximum length of stay for an auditing student will be thirty (30) school days. A student whose attendance extends beyond the maximum thirty (30)-day audit period will be assessed the full tuition and fees for the payment period(s) as listed in 5.13.1. The Finance Committee will be made aware of any enrolled students in this category. All fees for auditing students will be due prior to the student's first day of attendance.

Auditing/Visiting Student fees will be determined on a daily rate based on the current school year's tuition and fee schedule. The Development, Application and Returning Student fees will not be applied to auditing students.