



**Tuition and Fees  
For 2023-2024**

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**Annual Tuition Fees**

Employer-Paying Families	Grade	Self-Paying Families
\$ 6,257	Pre-Kindergarten: Half Day Program	\$ 6,134
\$ 8,230	Pre-Kindergarten: Full Day Program	\$ 8,060
\$ 20,446	Elementary: Kindergarten – Grade 5	\$ 13,375
\$ 23,433	Middle School: Grades 6-8	\$ 16,429
\$ 25,287	High School: Grades 9-10	\$ 6,000*
	High School: Grades 11-12	\$ 7,500*

*Tuition may be paid in 3 installments. Payments are due before the first day of each Trimester. Tuition covers the cost of all books and stationery materials and day field trips. No uniform required. Overnight trips, optional hot lunch and high school student laptops are not included.*

**Note that the BAIS Board approved a planned tuition fee increase of minimum 1% in 2024-25.**

**All Other Fees**

<b>For New Students</b>	<b>Application Fee:</b> PK-HS: \$200	<b>School Development Fee: PK-HS: \$4,500</b>		
		<ul style="list-style-type: none"> <li>• PK: Can be deferred to Kindergarten or paid in minimum installments of \$1,300 per year; and remainder paid in Kindergarten in Trimester 1.</li> <li>• KG-G12 Self-Paying Families: May be paid in up to 6 installments over 2 years, if needed.</li> <li>• KG-G12 Employer-Paying Families: Paid in full with first trimester fees.</li> </ul>		
<b>For Returning Students</b>	<b>Yearly Registration Fee: \$100 to \$200</b>			
	Before the last day of the current school year: <b>\$100</b>	During the summer holiday: <b>\$150</b>	On of after the first day of classes in the new year: <b>\$200</b>	

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

**BAIS Fee Policies**

**5.13 Tuition and Fees**

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**

To ensure clarity and fairness for BAIS families, the BAIS Director will categorize and list each family on the admission letter as:

- ★ Employer-Paying (EP);
- ★ Partial Employer Paying (PEP); or
- ★ Self-Paying (SP).

The designation will be based on the contract typically provided by the Employer. Families requesting registration other than Employer-Paying (EP) may be required to provide contract/personnel details.

**Tuition Fee**

The tuition fee will cover the cost of the entire curricular and co-curricular program and is payable by Trimester.

**Attendance for part of one trimester:**

- Attendance greater than 4 weeks during any Trimester will be invoiced for full trimester fee.
- Attendance of less than 4 weeks during a Trimester will be invoiced pro rata by the week.

**Arrival in January:**

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 to build 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.

In the event that any 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.

**Development Fee Payment Options:**

This fee may be paid in installments as follows:

**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 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.

**Development Fee for Short Term Enrollment:**

Students who enroll at BAIS for only one semester (either August to January or January to June) and

students who enroll for only one trimester, will be required to pay only one half (50%) of the Development fee.

Should the enrollment be extended beyond that period, or should the student return to enroll in BAIS in future years, the family will be charged for the remaining 50% of the Development Fee in force.

#### **Application Fee (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 (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**

Tuition and fees are to be paid in US Dollars or Gambian Dalasi at the rate provided by the Business Manager 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 cash payment in exceptional circumstances.

#### **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**

Outstanding payments will be reviewed on each payment due date. Parents with accounts in arrears

will be notified immediately by telephone, electronic message and/or hard copy. Records of these communications shall be maintained.

#### **Unpaid Accounts**

No school documents will be released until all charges are paid.

If an account remains unpaid after the first 30 school days of a trimester, the student is subject to removal from classes. The Director will inform parents of the final date of attendance to be allowed sans payment.

Only students with a zero balance will be allowed to rejoin classes, attend classes in the following trimester, and/or register and attend classes in the following year.

#### **Payment Extensions**

Parents who are unable to avoid a late payment must submit a written request to the Director for a payment extension of up to 15 additional school days to avoid the removal of their child(ren) from classes.

The Board must approve payment extension requests for greater than 15 additional school days.

#### **Payment Plans**

In exceptional financial circumstances, parents may request a Payment Plan allowing more than three payments. All Payment Plans will be submitted in writing to the Director, will explain the financial constraints, will list payment dates and amounts to be paid, and will ensure that the total amount is paid in full by no later than May 31<sup>st</sup>.

#### **Bad Debt**

Efforts will be made to collect the debt for a period of at least three years following the due date after which the debt may be written off. The school reserves the right to pursue bad debts under the appropriate provisions of Gambian law.

Students will not be allowed to re-enroll until all debt is paid in full.

#### **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 include:

##### ***\*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.

##### ***Partial-Employer-Paying Families Discount for Enrolling More Than 2 Children at BAIS***

To encourage the enrollment of multiple sibling families, Partial Employer Paying (PEP) category families with three or more children enrolled at BAIS will have the tuition for the third and following children charged at the Self-Paying (SP) rate.

→ The two children enrolled at the highest tuition rates will be charged at the Employer-Paying rate.

→ The 10% Family discount for the second EP enrollment will apply; further Family discounts will not apply to children enrolled at the SP rate.

#### **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. The daily rate for auditing students is calculated as follows:

→ Annual tuition divided by 180 school days for the daily rate;

→ Daily rate multiplied times the 50% auditing/visiting student discount for the Auditing/Visiting students Discounted Daily rate;

→ Discounted daily rate multiplied by the number of days of agreed attendance.

#### **Policy 9.1.8 Admission as Exchange Student**

An exchange student is a student coming from outside The Gambia that temporarily attends BAIS and is hosted/housed by a current BAIS professional staff member or by a currently enrolled BAIS student family. The exchange student program will be limited to only one exchange student per BAIS family at any one time.

*Potential host families must write a letter to request approval to enroll an exchange student and submit this with the regular BAIS application.* If the exchange student is approved and meets BAIS admission criteria, the exchange student will be allowed to attend BAIS only if there is space available in that grade level. An exchange student may attend BAIS only in Grades 4 through 11 and for a maximum of one semester.

The cost to attend BAIS as an exchange student will be 50% of the daily tuition rate. Application and Development fees will be waived.

A student whose attendance extends beyond the semester period into the next semester or academic year will be considered fully enrolled as a regular student and assessed the full tuition and all fees for the entire period of the exchange study and the continued enrollment.