



**Tuition and Fees
For 2023-24 and 2024-25**

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BAIS Fee Policies

Annual Tuition

| 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 9-10 | \$ 7,500* |

* No discounts will be applied to the already specially discounted High School rate for self-paying families.

Tuition may be paid in 3 installments before the first day of each Payment Term.

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.

Other Fees

| For New Students | Application Fee: PK-HS: \$200 | School Development Fee: <u>PK-HS: \$4,500</u> |
|--------------------|---|--|
| | | <ul style="list-style-type: none"> PK: <ul style="list-style-type: none"> Defer payment until Kindergarten at rate prevailing that year; or Pay installments of \$1,300 per year and pay remainder in one payment in Kindergarten; or Pay in one lump sum. KG-G12 <ul style="list-style-type: none"> Self-Paying Families: Pay in up to 6 installments over 2 years. Partial Employer-Paying Families: Pay in 2 to 4 installments over 2 years. Employer-Paying Families: Pay in full with first term fees. |
| Returning Students | Yearly Registration Fee: <u>\$100 to \$200</u> | |
| | Before last day of class in current year: \$100 | During summer holiday: \$150 On/After first day of classes in new year: \$200 |

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 each family as Employer-Paying (EP), Partial Employer Paying (PEP) or Self-Paying (SP) and list this on the Admission letter. 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 of greater than 4 weeks during a Trimester will be invoiced for the full trimester fee.
- Attendance of less than 4 weeks during a Trimester will be invoiced pro rata by the week.
- 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.

Arrival and Enrollment 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 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.

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 noted below:

- 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.

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

• **Kindergarten-Grade 12 Partial Employer 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 2 to 4 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 will be paid in one (1) lump sum payment 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 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 (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 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 approve 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

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 DISCOUNTED FEES

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.

Discount for Partial-Employer-Paying Families with More Than 2 Children Enrolled 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.

Visiting Student Discounted Fee

To qualify as Visiting students, the Director must confirm that the student meets-definitions and requirements listed in Section 9: Students. The maximum length of stay for a Visiting student will be sixty (60) school days. A student whose attendance extends beyond the maximum sixty (60)-day 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.

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;
 - Fee for days 1-30 = Daily rate x 50%
 - Fee for days 31-60 = Daily rate x 75%
- The total cost will equal the Discounted daily rate multiplied by the number of days of agreed attendance for each category.

No further discount, nor family discounts will apply to Visiting Students.

All fees for Visiting students will be due prior to the student's first day of attendance.

- No refund will be made for any days of student absence.
- Visiting Students who require an unplanned absence of more than 2 days will be allowed to shift the attendance days to a later date.
- If the school is closed for more than 2 unplanned days, the Visiting Student will be allowed to shift the attendance days to a later date.

Exchange Student Discounted Fee

To qualify as an Exchange student, the Director must confirm that the student meets-definitions and requirements made in Section 9: Students. The maximum length of stay for an Exchange Student will not exceed one (1) semester. A student whose attendance extends beyond one semester 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.

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 applicable tuition and all other fees for the entire period of the exchange study and for the continued enrollment.