

Policy: 3.301

## TUITION PAYMENT AND SCHEDULES

No student will be permitted to start attending the International School Dhaka until registration fees, capital fees have been paid and tuition payments have been committed.

In consideration of the School's acceptance of a student, parents/guardians shall agree to the tuition and fee requirements set by the School and will be responsible for all charges due.

The enrollment of a student is an individual contract between the parent/guardian and the School, regardless of any arrangement a parent may have with his/her employer concerning payment of the fees. The parent/guardian remains responsible for payment of all School fees for his/her child.

All fees are payable in US dollars equivalent local currency. No foreign currency payments are acceptable. Payment must be made in advance according to schedules prepared by the Board.

## **Payment of Fees Schedule**

For continuing students fee invoices will be issued on the 1<sup>st</sup> of November and 1<sup>st</sup> of May each year. All fees should be paid within 30 days or one month of the issue of this invoice.

Fees are payable in advance: new students will be admitted subject to full fees being paid within 10 working days from the date of admission. Returning students have 30 days to have fees paid in full.

Exceptions to this are embassies and companies who pay for fees but in installments according to their embassy or company policy. This must be approved by Director.

## VAT

The school will collect VAT as directed time to time by regulator and judicial authorities.

## Cafeteria

Advance, as per annual fee schedule, in two half yearly installments is required for both bus and cafeteria services. Please note that snack payment is mandatory for Early Years students.

ADOPTED: 24TH SEPTEMBER 2008 REVIEWED: 7<sup>th</sup> October 2013 REVISED: 26TH JANUARY 2021