

# FINANCIAL POLICY FOR THE ACADEMIC YEAR 2018-2019

## STUDENT DETAILS

**NAME** : .....

**YEAR** : ..... \* please indicate (example Y3)

**SCHOOL** \* Pre School / Reception / Primary / Secondary Years 7-10 / Secondary Years 11-13

**CAMPUS** : .....

|                            | DISCOUNTED FEE                                | INSTALMENT PLAN                         |   |   |
|----------------------------|---|---|---|---|
|                            | FULL PAYMENT<br>Total if paid<br>before 1 Feb | 1 <sup>ST</sup> INSTALMENT<br>due 1 May | 2 <sup>nd</sup><br>INSTALMENT<br>due 1 August | 3 <sup>rd</sup><br>INSTALMENT<br>due 1 November |
| PRE SCHOOL<br>HALF DAY     | \$12,190                                      | \$4,450                                 | \$4,450                                       | \$4,450   |
| PRE SCHOOL<br>FULL DAY     | \$13,225                                      | \$4,750                                 | \$4,750                                       | \$4,750   |
| RECEPTION                  | \$18,200                                      | \$6,750                                 | \$6,750                                       | \$6,750   |
| PRIMARY                    | \$28,520                                      | \$10,825                                | \$10,825                                      | \$10,825  |
| SECONDARY<br>(Yrs 7 – 10)  | \$29,775                                      | \$11,200                                | \$11,200                                      | \$11,200  |
| SECONDARY<br>(Yrs 11 – 13) | \$30,975                                      | \$11,600                                | \$11,600                                      | \$11,600  |

### CHOICE OF FULL PAYMENT OR INSTALMENTS

1- Please tick circle of your choice: '**Full Payment**' or '**Instalments**'

2- Fill in fee amounts

|                       |  |              |       |            |
|-----------------------|--|--------------|-------|------------|
| <input type="radio"/> | <b>APPLICATION FEE (payable now)</b>   | <b>Total</b> | ..... | <b>USD</b> |
| <input type="radio"/> | <b>REGISTRATION FEE (payable now)</b>  | <b>Total</b> | ..... | <b>USD</b> |
| <input type="radio"/> | <b>FULL PAYMENT (if paid before 1 February 2018)<br/>(Discounted amount)</b> | <b>Total</b> | ..... | <b>USD</b> |
| <input type="radio"/> | <b>INSTALMENTS (payment deadlines)</b>                                       | <b>Total</b> | ..... | <b>USD</b> |
|                       | 1st Instalment Due 1 May 2018  |              | ..... | <b>USD</b> |
|                       | 2nd Instalment Due 1 August 2018   |              | ..... | <b>USD</b> |
|                       | 3rd Instalment Due 1 November 2018   |              | ..... | <b>USD</b> |

### PLEASE READ CONDITIONS OVERLEAF AND SIGN

I have chosen to pay PDI-ER Uluslararası Özel Eğitim Hizmetleri Tic A.Ş. in Full/Instalments (cross out the non-applicable) for services to be rendered and agree to the terms and conditions here above/overleaf.

Parent's name:.....

Parent's Signature:..... Date:.....

Co-signer's Name .....

Co-signer's Signature ..... Date:.....

**P.T.O FOR PAYMENT PROCEDURES**

## **PAYMENT PROCEDURES**

1. Complete Registration Form.
2. Complete Financial Policy Form.
3. Payments should be paid directly in USD into:

**Akbank USD Account No: : 0768 – 0078730 Etiler Akmerkez Branch ( Branch No: 768)**

**Account Name: PDI-ER Uluslararası Özel Eğitim Hizmetleri Tic A.Ş.**

**Swift code: AKBKTRIS IBAN: TR 26 0004 6007 6800 1000 0787 30**

Please indicate student/s name/s to bank when making payment.

4. Please ensure that payments are made on time.
5. The School is not responsible for payments to incorrect accounts or banks or any bank charges incurred.
- 6. Please note that students cannot be admitted to school until the registration procedure is complete and payments received in accordance with the Financial Policy.**
- 7. Students must be registered every academic year and all payments/or late fees must be cleared from the previous years**

## **LATE PAYMENTS**

Late 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> instalment payments will incur a surcharge of 5%. **Please note that in the case of payments being outstanding 14 days after the due date, students may not be admitted to school until payments are up to date.**

## **REFUNDS**

1. The Registration and Application Fees are non-transferable and non-refundable.
2. There will be no remission of fees for periods of absence.
3. A refund for unused school fees may be made at schools discretion where a student is withdrawn during the academic year. (Providing the below conditions are met).
  - A) A minimum 90 day written notice is sent prior to departure to the Director of Admissions office via registered post as proof of delivery is required.
  - B) Term must be unattended by student if a & b are satisfied, school will deduct cost of books, materials, exam fees, pre paid taxes and registration fees.
  - C) All refunds are calculated using instalment plan fees, regardless of full payment for early departures.

## **MEDICAL INSURANCE**

BIS is not responsible for medical payments in case of accidents occurring on campus or field trips. Parents are fully responsible for payments to Hospitals or any related medical facilities and ambulance fees. We strongly advise that you insure children for complete medical insurance.

## **DISCOUNTS**

**Discount** - 10% discount for children of teaching staff of other schools and universities.

**Sibling Discount** - for families with multiple siblings who have been registered with the school for more than 1 year.

The discount is applied to the sibling(s) in the order of enrolment.

Students in receipt of the sibling discount are not eligible for any other discount, and are subject to change, without notice, upon Board approval.

Sibling Discounts (per student)

Second Student - 10%

Third Student - 10%

Fourth and subsequent children – 10%

Subject to the terms and conditions above, I agree to pay "The British International School, Istanbul" in **\*Full \* Instalments (please indicate preference).**

**PARENT'S NAME :** .....

**PARENT'S SIGNATURE:** ..... **DATE:** .....

**CO-SIGNER'S NAME:** .....

**CO-SIGNER'S SIGNATURE:** ..... **DATE:** .....

**DIRECTOR OF ADMISSIONS:** .....