



PAYMENT GUIDELINES FOR THE 2016-2017 ACADEMIC YEAR

I. Fees Schedule (All rates listed below are per student rates)

1	Application Fee	US\$375	<ul style="list-style-type: none"> • Applies to new applicants only. • Non-refundable and payable in full on submission of the completed application form.
2	One Time Capital Levy	US\$ 8,750	<ul style="list-style-type: none"> • To cover Capital expenses. • Non-refundable and payable by all new entrants joining Kindergarten to Grade 12. • Postponed for Pre-K until students join Kindergarten. • A reduction of US\$500 is given for every additional student enrolled from the same family. • Payable at the time of enrolment. • No discount is available on capital levy for early payment.
3	Tuition Fee		
	Pre-Kindergarten	US\$ 14,510	<ul style="list-style-type: none"> • To cover Operational and Educational expenses. • Fee per year, payable by semester. • Fees are not prorated according to the enrolment date. • 1% discount for full year's tuition fee paid before July 1, 2016
	Kindergarten	US\$ 22,970	
	Grades 1 - 5	US\$ 24,235	
	Grades 6 - 8	US\$ 25,325	
	Grades 9 - 10	US\$ 26,755	
	Grades 11- 12	US\$ 27,820	
4	Annual Capital Levy	US\$ 1,200	<ul style="list-style-type: none"> • To contribute to facility development.
5	Bus fees	US\$1,900	<ul style="list-style-type: none"> • For students who elect to use school transport. • Reduction of US\$200 for every additional sibling. • From the fourth sibling onwards, the bus fee will remain at US\$1,500.

II. Tuition Payment

Payment Deadlines:

March 21, 2016	▪	US\$ 1,000 Tuition Deposit to reserve space for 2016 -17.
July 1, 2016	▪	Full tuition fee payment by this date entitles you to 1% discount.
August 10, 2016	▪	First semester fees due.
January 4, 2017	▪	Second semester fees due.

Fees are payable by cheque or bank transfer as follows:

	Full Tuition Paid by July 1	For parents paying by semester		For students joining Semester II
	Tuition fees after 1% discount	Semester I August 12th	Semester II January 7th	Semester II only
Pre Kindergarten	US\$ 14,365	US\$ 8,706	US\$ 5,804	US\$7,255
Kindergarten	US\$ 22,740	US\$ 13,782	US\$ 9,188	US\$11,485
Grades 1 – 5	US\$ 23,993	US\$ 14,541	US\$ 9,694	US\$12,118
Grades 6 – 8	US\$ 25,072	US\$ 15,195	US\$ 10,130	US\$12,663
Grades 9 – 10	US\$ 26,487	US\$ 16,053	US\$ 10,702	US\$13,378
Grades 11 – 12	US\$ 27,542	US\$ 16,692	US\$11,128	US\$13,910

Overseas Bank details

Account Name: International School of Kenya Foundation
Bank Name: TD Bank
Bank Address: 3470 Quakerbridge Road,
Mercerville, NJ 08619
SWIFT Code: NRTHUS33 (for International wire)
Bank ABA No. 031201360 (for domestic transfer ACH)
Account No.: 7858323749

III. Payment Plan

- The Business Manager may negotiate and authorize payment plans in Dollars with a surcharge of 0.5% per month, (or in Kenya Shillings at 1%).

IV. Fee Defaulters

- A penalty of 2% per month will be applied to the outstanding balance of any family who does not make payment at the beginning of the semester, or who fails to meet a payment deadline within their payment plan. Please note that failure to make payment within 30 days of a payment deadline may also result in withdrawal of the student.

V. Refunds

- Tuition fees, once paid, are non-refundable except when paid for a full year and a student is withdrawn prior to commencement of the semester. Attendance for any portion of a semester will preclude a refund of tuition fees.
- Application fees and Capital levies are non-refundable.

VI. Payment Currency

- US dollars.
- Kenyan citizens may pay in Kenya Shillings (evidence of citizenship required).

VII. Special Fees

International Baccalaureate

- Students taking International Baccalaureate (IB) courses are responsible for all examination fees, related DHL costs, and a Kenya National Examination Council fee. Costs range from \$350 for a student taking one IB examination to as much as \$1,200 for a full IB diploma student in their senior year. Upon completion of the registration process in September, fees for each individual student are communicated by the IB Organization to ISK. Parents are billed in October. Payment is due to ISK in November. There are additional charges for late registrations or any changes made after the final registration deadline. Please contact ISK's IB Coordinator for further information.

Supplementary Language Instructional Fee

- ISK offers a range of language courses within the regular curriculum at no additional charges. Periodically additional native languages are offered to one or two students through the support of various national communities. The cost of instruction in these additional languages is not covered as part of ISK tuition and is payable by the parents to the respective language committee.

Selected Inter-Cultural Trips

- For those Inter-Cultural trips where students fly to the destination, the parent will be billed \$150 per child towards the cost of the airfare.

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