



## PAYMENT GUIDELINES FOR THE 2019-2020 ACADEMIC YEAR

### I. FEES SCHEDULE (ALL RATES LISTED BELOW ARE PER STUDENT)

1	<b>Application Fee</b>	US\$ 400	<ul style="list-style-type: none"> <li>Applies only to new applicants.</li> <li>Non-refundable and payable in full upon submission of the completed application form.</li> </ul>
2	<b>One Time Capital Levy</b>	US\$ 10,000	<ul style="list-style-type: none"> <li>To cover Capital expenses.</li> <li>Payable at the time of enrolment.</li> <li>Non-refundable and payable by all new entrants joining Kindergarten to Grade 12.</li> <li>A reduction of US\$500 is given for every additional student enrolled from the same family.</li> <li>Postponed for Pre-K until students join Kindergarten.</li> <li>No discount is available on capital levy for early payment.</li> </ul>
3	<b>LCE Program</b>	US\$ 20,000	<ul style="list-style-type: none"> <li>Pre K – Grade 3.</li> <li>Amount payable in addition to the grade level tuition fees.</li> <li>This is a modified curriculum to meet student's IEP and social emotional needs, together with Daily Living Skills.</li> <li>Caters for students with intellectual disabilities.</li> </ul>
4	<b>Tuition Fee</b>		
	Pre-Kindergarten	US\$ 16,243	<ul style="list-style-type: none"> <li>To cover Operational and Educational expenses.</li> <li>Fees per year, payable by semester.</li> <li>Fees are not prorated according to the enrolment date.</li> <li>1% discount for full year's tuition fee paid before July 1, 2019.</li> </ul>
	Kindergarten	US\$ 25,713	
	Grades 1 - 5	US\$ 27,129	
	Grades 6 - 8	US\$ 28,349	
	Grades 9 - 10	US\$ 29,950	
	Grades 11- 12	US\$ 31,142	
5	<b>Annual Capital Levy</b>	US\$ 1,350	<ul style="list-style-type: none"> <li>To contribute to facility upgrade and development.</li> </ul>
6	<b>Bus fees</b>	US\$2,200	<ul style="list-style-type: none"> <li>For students who use school transportation.</li> <li>Reduction of US\$200 for every additional sibling.</li> <li>From the fourth sibling onwards, the bus fee will remain at US\$1,600.</li> </ul>

### II. TUITION FEE PAYMENTS AND DEADLINES

<b>March 29, 2019</b>	<b>US\$ 1,000 Tuition Deposit to reserve space for 2019-2020.</b>
<b>July 1, 2019</b>	<b>Full tuition fee payment by this date entitles you to 1% discount.</b>
<b>August 14, 2019</b>	<b>First semester fees due.</b>
<b>January 14, 2020</b>	<b>Second semester fees due.</b>

Fees are payable by cheque or bank transfer as follows:

	<b>Full Tuition Paid by July 1</b>	<b>For parents paying by semester</b>		<b>For students joining Semester II</b>
	<b>Tuition fees after 1% discount</b>	<b>Semester I August 14</b>	<b>Semester II January 14</b>	<b>Semester II only</b>
Pre Kindergarten	US\$ 16,081	US\$ 9,746	US\$ 6,497	US\$ 8,122
Kindergarten	US\$ 25,456	US\$ 15,428	US\$ 10,285	US\$ 12,857
Grades 1 – 5	US\$ 26,858	US\$ 16,277	US\$ 10,852	US\$ 13,565
Grades 6 – 8	US\$ 28,066	US\$ 17,009	US\$ 11,340	US\$ 14,175
Grades 9 – 10	US\$ 29,651	US\$ 17,970	US\$ 11,980	US\$ 14,975
Grades 11 – 12	US\$ 30,831	US\$ 18,685	US\$12,457	US\$ 15,571



## Overseas Bank details

<b>Account Name:</b>	International School of Kenya Foundation Inc
<b>Bank Name:</b>	TD Bank
<b>Bank Address:</b>	3470 Quakerbridge Road, Mercerville, NJ 08619 USA
<b>SWIFT Code:</b>	NRTHUS33 (for International wire)
<b>Bank ABA No.</b>	031201360 (for domestic transfer ACH)
<b>Account No.:</b>	4330232135
<b>Wire Routing/ABA Number:</b>	031101266 (For international wires)

## III. PAYMENT PLAN

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

## 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 the 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 is 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 charge. 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 is expected to pay US\$125 per child towards the cost of the airfare.