

PRIMARY SCHOOL FEES 2017 – 2018

Overview of Fees & Charges

The school fees are broken down into four areas:

- **Registration** a one-off payment at registration which is non-refundable
- **Assessment** a one-off charge for assessing your child which is non-refundable
- **Enrolment** a one-off payment that secures your child's place at the school which is non-refundable
- **School Fees** an annual payment which is non-refundable

Other charges may also be made, based on the specific needs and requirements of your child. The fees and charges are detailed below. If you have any questions, do please contact us. There is a full schedule of fees and charges at the end of this document.

School fees and all other charges must be paid as detailed in this document, and as confirmed on our invoice(s) to you. **Failure to pay on time could result in your child losing their place or being temporarily suspended from school** while we resolve a late payment and any interest charges. If you believe that it may be difficult to make or maintain payments, please contact us to discuss your situation as early as possible.

Payment

Parents are expected to pay the school fees in Euros as set by the school. Euro payment must be by bank transfer, unless cash is agreed with the school and appropriate currency control documentation can be provided. You must give the school proof of payment in order for the school to match your payment to your child's place. For parents of children with Tunisian nationality ^a a discounted rate, payable in Tunisian Dinars is available. Failure to pay and provide proof of payment by the agreed date shown on your invoice may result in your child being temporarily excluded from school while payment is made.

Registration

You may register your child with the school before paying the registration charge, but please be aware that if your child is assessed successfully and the school has a place available for your child, the one-off registration payment will become due immediately and will be invoiced to you.

The school will not require a full annual re-registration, but you must tell us in writing as soon as you know that your child will be leaving the school. If any of the registration details change, it is your responsibility to let the school know, in written form, as soon as any of your details change.

Assessment

The assessment will be tailored to the age and needs of your child, and will include opportunity for discussion with teaching staff about your child's needs. There will be an informal meeting if your child is entering Nursery. If your child is entering Reception or an older class, a one-off charge will be made for assessing your child to ensure that they will be able to integrate well into an English-speaking educational environment, and so that the school can understand and ensure that it meets their particular needs. **Payment should be made before or during the assessment.**

^a Demonstrated by a valid Tunisian passport for the child.

Enrolment

Once your child has been successfully assessed, the school has processed your registration, and providing a suitable place is available, the formal offer of a place for your child will be made. If you accept the place offered to you, you must then pay the enrolment charge to confirm the place. **The place for your child will not be officially confirmed until we have received payment of the enrolment charge.**

School Fees

Accepting a place means that you accept full responsibility for all fees and charges related to the schooling of your child. School fees are payable in advance for the whole year, before the child's first day at school. Payment in two instalments is possible by written agreement for parents paying the fees personally (payments to be made before the start of the Autumn and Spring terms). **Please note:** the child will not be able to take up their place until fees have been paid.

There may also be a small discount available to children holding a British passport, providing that they are also native British English speakers; or coming from another national or international British school.

For children who start school after the beginning of the school year, a full term's fees will be due for each term or part of the term that the child is at school.

For example if your child starts half way through the Spring term, we would expect you to pay the full Spring and Summer term fees: 2/3rd of the annual fee.

For children who leave the school part way through the school year, full fees will be due up to and including the term that they are leaving, providing that we have been given three month's written notice before your child leaves the school.

For example if your child leaves half way through the Spring term, we would refund you only the Summer term fees: 1/3rd of the annual fee, providing that you have given us proper notice.

Sibling discounts

The school will offer a discount on the annual school fees for the second and any subsequent brothers or sisters in the school. Details are set out in the attached schedule.

Other charges

There are other charges that may be relevant to your child. Some are fixed, and are detailed below; others may need to be agreed with the school on an individual basis.

Canteen

The school places a high value on eating together, believing this is part of the education of your child. Teachers and teaching assistants generally eat with your children in the canteen and use this as another opportunity for learning. At present there is no facility for children to bring a packed lunch to the canteen.

Resources charge

The school requires parents to pay for work books required by their child, access to online resources, consumable art materials and other craft resources. In order to make the process of obtaining these books and resources simpler for the parents, they will be bought in bulk by the school and provided to you at a reasonable cost.

School uniform

The school requires all pupils to wear a school uniform. Details of this are published separately, but we expect each child to have approved uniform for both normal school and for sports activities. The cost of the school uniform will be the parents' responsibility, the

school will do the best it can to organise a reasonably priced and appropriate quality local supplier for this. Uniform will be available to purchase through the school.

Special Educational Needs

If your child has special education needs (SEN), the school will arrange to include them as fully as possible, but there will be some additional charges.

- **Assessment** - an additional SEN assessment, and a one-off charge payable when your child is assessed
- **SEN charge** - a termly or annual charge that will be discussed and agreed with you before the start of each term or year, based on how much support is needed.

English as an Additional Language

If your child is not making the progress required to keep up with the curriculum, your child's teacher may advise that support be provided for English as an Additional Language (EAL) in the classroom. The cost of this support will be the parents' responsibility, and will be discussed and agreed with the parent before any support is introduced.

School transport

The school operates its own transport service between its two sites. This is available at an additional charge to parents. The service is available and can be paid for by term. Booking arrangements should be made with the school at least one month before the start of each term.

Insurance

If any additional insurance premium is required, the school will communicate this with you.

School trips & visits

Occasionally your child will be expected to participate in school trips or visits relevant to the curriculum being taught. These will be organised by the school, but it will be the parents' responsibility to ensure that any charges are paid before the child goes on the trip.

Clubs & Activities

Extra-curricular activities are an important part of primary school, and the school will work with you to create opportunities for each pupil to learn and experience a variety of clubs and activities. The school will do all it can to minimise the cost of these, without compromising the quality, and they will be generally optional. However, please be aware that pupils' learning may be diminished if they don't participate in some of these optional extra-curricular activities.

Identity cards

When you pick up your child from school, you may be asked to show your identification, as a security measure for you and your child. In order to make this quick and easy, every adult collecting a child regularly from the school will have to carry a photo ID provided by the school. There will be a charge for providing this, and replacing it every time it is lost.

Late Room & Extras

If you choose to take advantage of the Late Room, or if you are unable to collect your child within the normal time, there will be a **10 TND** charge per hour for the Late Room.

There will occasionally be other small extra charges (e.g. for a class photograph), the costs of these will be communicated to you by the school before they are incurred.

Fees & Charges - Euros

It is the school's policy to set fees and charges on an annual basis. However, the school reserves the right to adjust the fees and charges at any time.

The table below is a summary of the fees and charges for the British International School of Tunis for the academic year 2017-18. Please read the full document for clarification.

Please note that we are now required to charge 6% Value Added Tax (TVA) by the Tunisian Government to all fees and charges relating to education of your child, figures affected are marked with a '*' below.

Fixed fees and charges 2017-18	Type of Fee / Charge	Amount payable ¹ / EUR (* before TVA)
Assessment	One-off charge	100
Registration	One-off charge	325 *
Enrolment (on first entry to the school)		
Nursery - Year 6	One-off charge	3800
Fees		
Nursery (half day)	70% of full day cost, pro rata *	
Nursery (full day)	Annual Fee	9500 *
Reception - Year 2	Annual Fee	11250 *
Year 3 - Year 6	Annual Fee	12050 *
<i>Fee discounts: 2nd child = 10%, 3rd child = 20%, 4th and subsequent = 30%</i>		
Canteen		
Nursery	Annual charge	680 *
Reception - Year 6	Annual charge	1050 *
Other charges		
Resources (Nursery)	Annual charge	160 *
Resources (Reception - Year 6)	Annual charge	300 *
Identity card	Annual / as required	10
<i>Other charges may also be relevant, if so these will be advised by the school</i>		
¹ The fees and charges must be paid in EUR as shown above by parents of children who do not have Tunisian passports. Payment in USD may be possible by arrangement.		

Fees and Charges – Tunisian Dinars

It is the school's policy to set fees and charges on an annual basis. However, the school reserves the right to adjust the fees and charges at any time.

The table below is a summary of the fees and charges for the British International School of Tunis for the academic year 2017-18. Please read the full document for clarification.

Please note that we are now required to charge 6% Value Added Tax (TVA) by the Tunisian Government to all fees and charges relating to education of your child, figures affected are marked with a '*' below.

Please note that TND rates are only available to children with Tunisian nationality.

Fixed fees and charges 2017-18	Type of Fee / Charge	Amount payable ¹ / TND (* before TVA)
Assessment	One-off charge	200
Registration	One-off charge	650 *
Enrolment (on first entry to the school)		
Nursery - Year 6	One-off deposit	4600
Fees		
Nursery (half day)	70% of full day cost, pro rata *	
Nursery (full day)	Annual Fee	11550 *
Reception - Year 2	Annual Fee	13300 *
Year 3 - Year 6	Annual Fee	14550 *
<i>Fee discounts: 2nd child = 10%, 3rd child = 20%, 4th and subsequent = 30%</i>		
Canteen		
Nursery	Annual charge	1400 *
Reception - Year 6	Annual charge	2150 *
Other charges		
Resources (Nursery)	Annual charge	320 *
Resources (Reception - Year 6)	Annual charge	590 *
Identity card	Annual / as required	20
<i>Other charges may also be relevant, if so these will be advised by the school</i>		
¹ These discounted fees and charges, payable in Tunisian Dinars, are only available to parents of children who have Tunisian passports.		