



Fees and Payment Information

Enrollment in NAIS is a contract for a full year for those starting at the beginning of a school year. For new students starting after the beginning of the school year, the contract is for the remainder of the school year. (A school year at NAIS begins in August and continues until the end of May / early June of the following calendar year.) For returning students the contract is for the full year.

Fees payable are for the full school year. A one month written notice period (which is part of the enrollment period) is required for those leaving during a school year. Pupils who are enrolled at NAIS for four weeks of a semester will be charged for a full semester. Enrollment for one day of a quarter of a school year (a quarter is a nine week school period) will be charged for the full quarter.

There are three types of fees, all of which cover a period of 1 year:

- **Tuition Fee:** The tuition fee is required for all children enrolled. It includes textbooks and lunches. Note: Pre-K children do not get lunch but they get a mid-morning snack.
- **Building/Entrance Fee:** This fee is applicable to each child, except Pre-K children. It is a one-time fee for the first time that a student is enrolled. If an equal or higher fee has been paid to another school in South Africa, this fee is not payable on a pro-rata basis.
- **School Bus Fee:** This is an optional fee depending on whether transport is requested. Bus transport is only available for children living in Pretoria on the designated bus route. If a Pre-K child has a sibling in K or higher grade paying full fees, the bus fee for the Pre-K child is discounted.

Excluded from above fees: snacks, uniforms and personal stationary items, which are purchased by parents. Field trips of a special nature might require a small extra fee.

See attached page for this year's fee structure.

Date: _____

Initial: _____

Payment Currency and Timing of Payment

Fees are quoted in U.S. dollars but payment may be made in Rand if the payer does not have access to U.S. dollars.

Dates of Payment – Kindergarten through 8

The building/entrance fee is payable before the student enters school if the parents are already in the country.

Pre-Kindergarten

Pre-school tuition and bus fees may be paid on a full-year or semester basis although enrollment is for the full year. The first semester payment is payable on or before the first day of school.

Refunds

NAIS, like all good schools, discourages the movement of a student from school to school during an academic year. Many parents leave the country, this is of course inevitable.

NAIS will consider giving a refund to students moving to another school within South Africa during the academic year under the following conditions:

All school fees owed for the year have been paid in full.

All library books have been returned and any library fines or other outstanding debts have been paid.

The parent/guardian has informed NAIS in writing four weeks before the date of withdrawal.

The parent/guardian or receiving school has asked in writing for all school records to be sent to the receiving school. These will be sent from school to school and will not be delivered by the parent.

No refund will be given for a semester in which a pupil is enrolled for a period of four weeks or more, or a quarter in which a pupil has been enrolled for one day. In practice this means that a parent/guardian who gives notice during a semester will pay for that full semester.

An administration fee of \$1,000.00 will be charged for such withdrawals during a school year. The entrance / building fee is non-refundable. A refund for what NAIS deems to be frivolous reasons will be made at the discretion of NAIS. An example of a “frivolous reason” would be leaving NAIS to attend a school which a friend is attending.

Date: _____

Initial: _____

Textbooks remain the property of NAIS and will be charged for if not returned at end of the school year. There will be a fee for damaged textbooks or lost or damaged library books.

The School's banking details for the direct deposits or internet transfers are as follow. Please make sure that your name is on any direct bank payments so that we can credit your account with the payment.

Name of Account: North American International School Services

Bank: Standard Bank, Brooklyn Branch

Branch Number: 011245

Account number: 01 182 127 2

Full name and Surname of parent/guardian

Signature of parent/guardian

Date: _____

Initial: _____