

Financial Policies: II-D

Effective: June 16, 1997; Modification: March 9, 1998; April 2000; May 2007

Update: May, 2007

Policy Statement: Tuition and Fees

1. **Applicability of Policy:** Tuition and fees must be paid in U.S. dollars for all students in attendance at the International School of Ulaanbaatar (ISU). With the specific approval of the ISU School Board, scholarships may be provided to designated students, as recommended and justified by the ISU Director per the ISU Policy Statement on Scholarships. However, all scholarships must be funded through inclusion in the ISU budget.
2. **Tuition and Fee Structure:** The ISU School Board will determine the ISU Tuition and Fee Structure. It may change from time to time, as the School Board decides. The guiding principle for determining the rates of the individual elements of the structure will be the generation of revenues required to carry out ISU's educational program, as defined by its Annual Budget. The development and approval of the Annual Budget is described in a separate Policy Statement. (II-F) The current Tuition and Fee Structure is attached.
3. **Application of Rates:** Tuition and fees will be applied at different rates, depending on grade level and/or program levels. However, the rate set for a specific grade level and/or program will apply to all students at that grade level and/or program, without exception. The rates applied will cover only the standard services provided for each grade level and/or program. Special fees may be assessed for elective programs and/or activities. The grade levels and programs are:
 - Pre School
 - Kindergarten to Grade 5 (PYP)
 - Grades 6-10 (MYP)
 - Grades 11-12 (DP)
4. **Period of Tuition Coverage:** Tuition and other selected fees may be paid for on an annual or on a per term basis.

The School's business office will ensure that all Annual Invoices are sent out no later than 25 working days before the first day of school. Payment of all tuition fees should be made no later than five working days before the start of the school year. This applies to all returning students. For new admissions throughout the year, tuition fees need to be paid before the student starts their schooling at ISU.

Parents can apply in writing to the Director to pay by Semester. Parents, who have applied for and have received approval for payment by 'Semester', must ensure that they have paid Semester fees before the first day of Semester 2. Failure to do this will result in the parents being requested to keep their child at home until payment is made.

Parents experiencing financial difficulty are to apply to the Director for special arrangements and dispensation to fulfil tuition payments, according to ISU's available policies and guidelines. This application should be made at least 15 working days prior to the start of the school year or in other cases, 15 working days before any payment is due.

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5. **School Refunds and Advanced Pro-rata Policy:** An Advanced Pro-rata or Refund of school fees will only be applied to Tuition Fees. In order to receive an Advanced Pro-rata or Refund the student must be withdrawing from school. If an Advanced Pro-rata or Refund is given and the withdrawn student returns to the school she/ he will be treated as a new student and the appropriate fees will apply.

Refunds: A request for a refund on tuition fees already paid. Refunds will be made only after final withdrawal of the student from school.

Refunds must be applied for 10 working days before the child's last day of school and can be included in the withdrawal letter.

Refund of Annual/ Semester Payments already made: A refund at a discounted rate will be based on the number of completely unused school days.

A written notice of withdrawal must be received before April 30 of any given school year for every withdrawing student. Written requests made after April 30 of any given school year will not be given consideration.

Any situation arising that is not covered in this policy on fees will be referred to the School Board.

6. **Withdrawing a Student:** The School Office must be informed in writing, at least, 10 working days prior to the students last day. Failure to inform the school sufficiently in advance may result in delayed refunds and no school records being forwarded until withdrawal procedures are completed.
7. **Special Fees:** Students who elect to receive special services provided under the aegis of ISU, *e.g.*, piano lessons, transportation, *etc.* may expect to be charged a special fee for the cost of these services.
8. **Responsibility:** Director and Deputy Director – Business for proposals; ISU School Board for approval.