

# FINANCIAL POLICY FOR THE ACADEMIC YEAR 2016-2017

## STUDENT DETAILS

**NAME** : .....

**YEAR** : ..... \* please indicate (example Y3)

**SCHOOL** \* Pre School / Reception / Primary / Secondary Years 7-10 / Secondary Years 11-13

**CAMPUS** : .....

	Later deducted from full payment or 1st instalment	DISCOUNTED FEE	INSTALMENT PLAN		
	REGISTRATION DEPOSIT <b>Incl in Total School Fee</b>	FULL PAYMENT <b>Total if paid before 1 Feb</b>	1 <sup>ST</sup> INSTALMENT <b>due 1 May</b>	2 <sup>nd</sup> INSTALMENT <b>due 1 August</b>	3 <sup>rd</sup> INSTALMENT <b>due 1 November</b>
PRE SCHOOL HALF DAY	1,500	7,400	5,500	1,900	1,900
PRE SCHOOL FULL DAY	1,500	8,600	6,100	2,300	2,300
RECEPTION	3,500	11,800	7,850	2,950	2,950
PRIMARY	3,500	18,500	9,650	5,750	5,750
SECONDARY (Yrs 7 – 10)	3,500	19,300	9,850	6,050	6,050
SECONDARY (Yrs 11 – 13)	3,500	19,950	11,350	5,550	5,550

**DEPOSIT IS NOT AN ADDITIONAL FEE THIS IS INCLUDED IN THE TOTAL FEE**

### CHOICE OF FULL PAYMENT OR INSTALMENTS

- 1- Please tick circle of your choice: '**Full Payment**' or '**Instalments**'  
 2- Fill in fee amounts

<input type="radio"/>	<b>APPLICATION FEE (payable now)</b>	<b>Total</b>	.....	<b>GBP</b>
<input type="radio"/>	<b>REGISTRATION DEPOSIT (payable now)</b>	<b>Total</b>	.....	<b>GBP</b>
<input type="radio"/>	<b>FULL PAYMENT (if paid before 1 February 2016) (Discounted amount)</b>	<b>Total</b>	.....	<b>GBP</b>
<input type="radio"/>	<b>INSTALMENTS (payment deadlines)</b>	<b>Total</b>	.....	<b>GBP</b>
	1st Instalment	Due 1 May 2016	.....	<b>GBP</b>
	2nd Instalment	Due 1 August 2016	.....	<b>GBP</b>
	3rd Instalment	Due 1 November 2016	.....	<b>GBP</b>

### PLEASE READ CONDITIONS OVERLEAF AND SIGN

**I have chosen to pay PDI-ER Uluslararası Özel Eğitim Hizmetleri Tic A.Ş. in Full/Instalments (cross out the non-applicable) for services to be rendered and agree to the terms and conditions here above/overleaf.**

**Parent's name:**.....

**Parent's Signature:**..... **Date:**.....

**Co-signer's Name** .....

**Co-signer's Signature** ..... **Date:**.....

**P.T.O FOR PAYMENT PROCEDURES**

## **PAYMENT PROCEDURES**

1. Complete Registration Form.
2. Complete Financial Policy Form.
3. Payments should be paid directly in GBP into:

**Türkiye İŞ Bankası GBP Account No: 1399-0001335 Maslak Ticari Branch ( Branch No: 1399)**

**Account Name: PDI-ER Uluslararası Özel Eğitim Hizmetleri Tic A.Ş.**

**Swift code: ISBKTRISXXX IBAN: TR79 0006 4000 0021 3990 0013 35**

Please indicate student/s name/s to bank when making payment.

4. Please ensure that payments are made on time.
5. The School is not responsible for payments to incorrect accounts or banks or any bank charges incurred.
- 6. Please note that students cannot be admitted to school until the registration procedure is complete and payments received in accordance with the Financial Policy.**
- 7. Students must be registered every academic year and all payments/or late fees must be cleared from the previous years**

## **LATE PAYMENTS**

Late 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> instalment payments will incur a surcharge of 5%. **Please note that in the case of payments being outstanding 14 days after the due date, students may not be admitted to school until payments are up to date.**

## **REFUNDS**

1. Deposit amount is included in school fees. This is non-transferable and non-refundable. This fee is deducted from the school fees at the time of full payment or first instalment.
2. There will be no remission of fees for periods of absence.
3. A refund for unused school fees may be made at schools discretion where a student is withdrawn during the academic year. (Providing the below conditions are met).
  - A) A minimum 90 day written notice is sent prior to departure to the Director of Admissions office via registered post as proof of delivery is required.
  - B) Term must be unattended by student if a & b are satisfied, school will deduct cost of books, materials, exam fees, pre paid taxes and registration fees.
  - C) All refunds are calculated using instalment plan fees, regardless of full payment for early departures.

## **MEDICAL INSURANCE**

BIS is not responsible for medical payments in case of accidents occurring on campus or field trips. Parents are fully responsible for payments to Hospitals or any related medical facilities and ambulance fees. We strongly advise that you insure children for complete medical insurance.

## **DISCOUNTS**

**Discount** - 10% discount for children of teaching staff of other schools and universities.

**Sibling Discount** - for families with multiple siblings who have been registered with the school for more than 1 year.

The discount is applied to the sibling(s) in the order of enrolment.

Students in receipt of the sibling discount are not eligible for any other discount, and are subject to change, without notice, upon Board approval.

Sibling Discounts (per student)

Second Student - 10%

Third Student - 10%

Fourth and subsequent children – 10%

Subject to the terms and conditions above, I agree to pay "The British International School, Istanbul" in **\*Full \* Instalments (please indicate preference).**

**PARENT'S NAME :** .....

**PARENT'S SIGNATURE:** ..... **DATE:** .....

**CO-SIGNER'S NAME:** .....

**CO-SIGNER'S SIGNATURE:** ..... **DATE:** .....

**DIRECTOR OF ADMISSIONS:** .....