



Fee Policies

Fees for 2024-25 Session

- Tuition Fee (BDT) payable each quarter:

Class Level	Quarterly Fees
Toddler Half Day	135,000
Toddler Full Day	171,000
Pre-School Half Day	141,000
Pre-School Full Day	174,000
Pre-K – K	182,700
Class I - II	184,500
Class III – V	225,000
Class VI - VII	235,500

- Admission Processing Fee: Tk. 5,000
- Admission Fee: (one-time payment at the time of admission): Tk. 400,000
- Security Deposit: Tk. 60,000
- Late Fee: Tk. 2,500 (applicable if dues not cleared by given due date in first month of each quarter)
- Additional Late Fee: Tk. 1,000 per month (if dues not cleared in second and third month of each quarter)

** Please note that these fees do not reflect VAT. If VAT becomes applicable on tuition fees, we will inform parents and revise this information.*

*** The fees quoted above are subject to revision each year, including inflationary adjustments.*

Description of Fees

The school tuition fee covers the cost of:

- all classroom stationery and learning resources
- books, textbooks and learning materials used in class
- most events, functions, field trips and Elementary after school clubs

Additional fees may be charged for the following:

- Library fines for lost or damaged items
- Damage to school property
- After-school programs (which are optional)
- Cafeteria service**
- Additional support services (which are approved by parents)
- School uniforms**
- IT-related charges, such as the purchasing of laptops or tablets**
- Bus service**
- Examination, Certification or Diploma fees**
- Overnight trips (including trips out of Dhaka or abroad), or some optional special events**
- University application and mailing fees**

***Applicable for elementary, middle or high school students.*

**** In addition, parents of students in the Early Years program will be requested to supply personal hygiene products, diapers and other similar items for the comfort of their children.*

The **Admission Processing Fee** is due after the submission of the online admission form for all class levels. This is a non-refundable fee and is due for each admission form that is submitted. The admission form will not be processed until the admission processing fee has been cleared. This fee should be paid in cash or cheque at the school campus during office hours. In the case of payment by cheque, processing of the admission form will commence after the cheque has cleared.

The **Admission Fee** will be due when a student has been selected for enrolment in the school. This is a one-time, non-refundable fee. After receiving the decision from the Admissions Office, parents are requested to pay the admission fee as part of the enrolment process. The enrolment process will not be completed until the admission fee is paid.

The **Security Deposit** is non-interest bearing and is refundable upon the student leaving the school by completing a School Leaving Form (SLF) at least 45 days before the date of withdrawal, and after deduction for outstanding non-returned books or other dues. There is no VAT applicable on the Security Deposit as it is not a useable charge. The Security Deposit will be forfeited if the SLF is not submitted on time, or if the student's name is excluded from the enrolment list due to non-payment of fees, or if the student is asked to leave by the school for any reason after the academic session has commenced.

Late Fees are applicable for students whose fees are not paid by the due date (or if cheques do not clear by the due date) for each quarter, and the late fees will be added to the dues for the quarter. Any portion of a month will be billed as an entire month. Please note that students whose due fees are not paid by the end of the quarter may not be allowed to continue classes. There are two types of late fees:

- Late Fee of Tk. 2,500 will be charged if payment is not cleared by the due date of each quarter. It will be applicable from the 6th of the first month of each quarter.
- Additional Late Fee of Tk. 1,000 will be charged if the payment is not cleared by the second month in the quarter, and again if the fees are not cleared in the third month of the quarter. These will become applicable from the 6th of the second and third month of each quarter.

For those who pay tuition fees on a monthly basis (upon registration), the late fee of Tk. 2,500 will be applicable if tuition fees are not cleared by the given due date in the first month of the quarter. In the subsequent two months of each quarter, if dues are not paid within the due date (5th of the month), then the additional late fine will become applicable from the 6th of the month.

An **Additional Support Fee** is applicable when students require additional assistance through a school-provided shadow teacher or learning support teacher. Such services will be assessed and provided if available at a fee of Tk. 22,500-50,000 per month depending on the level and nature of need, and after consultation and approval from parents. The payment for this service must be made along with the tuition fees. A late fee of Tk. 1,000/- per month will be charged for additional support fees that are not cleared within the 5th of each month, and late fees may accumulate for fees that remain unpaid for more than one month.

A note about VAT: Please note that a recent decision in the Supreme Court has ordered a temporary stay on VAT on tuition fees. Therefore, we are not charging VAT at the moment. If VAT becomes applicable once more, we will revise the fee information and share with parents accordingly.

Fee Payment Structure and Policies

The annual tuition fee is payable in four equal quarterly instalments, according to the following schedule:

Instalments	Last Date of Payment**
First Quarter: Jul 1 – Sep 30	July 5 th
Second Quarter: Oct 1 – Dec 31	October 5 th
Third Quarter: Jan 1 – Mar 31	January 5 th
Fourth Quarter: Apr 1 – Jun 30	April 5 th

***These are tentative dates. Actual due dates will be notified to parents in the invoices issued for each quarter, and may be different from these dates if the dates fall on a holiday.*