



# Association International School

## Admissions Policy

Compiled by the AIS Admissions Office

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## ADMISSIONS POLICY:

All application forms must be completed within two weeks of purchasing the application pack. Payment of the registration fee does not guarantee a spot for your child.

**1. Reservation Fee:** A non-refundable reservation fee of One Thousand US Dollars (\$1000) is required from Parents/Guardians who are interested in reserving a place for their child. The amount will be applied to the student's tuition fee for the first semester of the next academic year. The reservation fee will not be refunded to parents/guardians who do not take the place after the fee is made. Placement is dependent on the entrance exam.

- a. **Fee classification.** Classification for payment of fees is determined either by the nationality of the parent/guardian who undertakes to be responsible for the payment of fees, or the fee category he/she is permitted to opt for. **The status of the "paying" parent's nationality will be determined based on their passport.** Ghanaian: Ghanaian refers to the "paying" parent being of Ghanaian citizenship
- b. **Expatriate:** This refers to the "paying" parent not being of Ghanaian citizenship

**2. Fee classification opt-in.** As an international school, a fixed number of places are reserved for children of expatriate parents within each grade. In the instance where all the spots for Ghanaian children have been filled, a parent/guardian of Ghanaian nationality, who can pay expatriate fees, may be permitted to opt to pay these fees to gain special access for his or her child through the category, provided there is space. **Once a parent/guardian opts for this category, he/she will remain in it until he/she qualifies to be reclassified.** Reclassification is done at the discretion of the Head of School.

**Admission fees.** The non - refundable admission fee is paid only when a new student gains admission to the school, or when a student has been away from the school for more than one academic year and no tuition fees were paid during that time. All new students MUST have their admission and first semester's fees paid before enrollment.

**Tuition and tutorial fees.** These fees are paid two times per year by all students on or before the beginning of each semester. A full semester's fees are payable irrespective of the actual date of admission, re-entry, or withdrawal.

**Extended absences.** Where students will be absent for a full semester or up to a full academic year, fees must be paid in full for the period of absence if the parent wishes to keep that child's place at AIS. Otherwise, the student will be considered as a new entrant and admitted when a vacancy occurs. In such a case, the admission fee will also be required in addition to the tuition fee. Spots cannot be held for periods of over one year.

**Withdrawals.** The school requires three months' written notice for withdrawals. If no such notice is provided, a semester's fee must be paid in lieu thereof. An exception to this rule may be made at the discretion of the Head of School if withdrawal is due to an unforeseen transfer of parents. In any case, written notice must be given as soon as plans are known.

- **Refunds:** All fees are non-refundable in the event a student is expelled, or in any other circumstance.
- **Fee increases:** The Board reserves the right to raise the fees during the school year.
- **Enrollment:** Enrollment is for the full academic year. The signed Enrolment contract should be handed to the Admissions office. These signed documents will signify your child's formal admission to AIS.

**\*Children must have turned 1year by October 31st for acceptance into Pre-KG 1.**

**\* Children must have turned 3years by October 31stfor acceptance into Pre-KG 2.**

## **Admissions Process**

1. Complete Initial enquiry form
2. Purchase registration package
3. Complete and return application forms and supporting documentation to the Admissions office (within 2 weeks, if possible)
4. Schedule placement test date for your child (you will be contacted by Admissions within two weeks to schedule a follow-up meeting)
5. Student interview with Admissions (where applicable)
6. Parent/Guardian interview with Head of School
7. Parent/Guardian informed about admission decision by letter – invoice with all related fees and enrollment contract also included
8. Return enrollment contract and pay admission, tuition and related fees by deadline date

*Note: Admission and tuition fees for the first semester must be paid in full before the child can start school.*

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