

Policy

It is the policy of Stichting AFNORTH International School Brunssum that the tuition fee for the enrolment of non-entitled students shall be at least the tuition rate charged by the nation or nations whose section they attend. The tuition fee is charged in the host nation currency.

Procedures

1. As necessary, the exact Euro amount will be determined on the basis of the fixed Euro rate published by Allied Joint Force Command HQ Brunssum financial resources branch on 1 July for the subsequent school year.
2. As necessary, consensus for setting the tuition rates by the Governors will be reached by e-mail.
3. The American (US) exchange reserve account will be used for differences between the Euro amount collected and the United States dollar amount sent to American authorities.
4. Billing and Collection
 - 4.1 All billing and collection of tuition for fee paying students shall be done by the Directorate. Tuition fees shall be collected in Euros.
 - 4.2 Tuition invoices shall be mailed within 5 working days of 1 July, after the exchange rate from 1 July has been taking into consideration. Payment is due upon receipt of invoice but no later than 30 days from invoice date.
5. The Tuition Fee payments may be made annually, bi annually or quarterly but must be paid in advance of the first day of attendance. Exceptions to the established payment methods may be considered by the Director in extreme circumstances only.
6. When fee paying students leave during the school year, reimbursement of tuition fees will be contingent with the owning nation's schedule. Reimbursement is paid through the Directorate.
7. The tuition fee received shall be sent to the nations in a manner dictated by each nation, following their national rules. The tuition fee will be transferred to the Nations in two installments. The first instalment will be paid in November; the second one shortly after the second call for funds is received by the school but prior to the end of the AIS fiscal year.
8. Students not enrolled in the US school wishing to participate in co-curricular activities (such as sports) hosted by the US National Section may be subject to an additional fee. The billing and collecting of co-curricular activities shall be done by the established fee paying schedule.

BUSINESS & FINANCE

2000

Tuition Fee Procedures

2020

Review

This policy shall be reviewed in accordance with Policy Development and Review Policy 2010.

Cross Reference

2010 Financial Procedures
2020 Tuition Fee Policy
4030 Admission Policy

Date Approved

15 November 2017
2 June 2016

Legal Reference

BOG June 1995, May 1996, May 1998, November 2002, May 2006, May 2008, May 2009, May 2013 and subsequent e-mails