

American International School of Abuja

Plot No. 346 Cadastral Zone B02, Durumi District, Abuja

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Admissions Coordinator: Mrs. Melinda Wilder 0805-054-9963

Website: www.aisabuja.com

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AISA is accredited by the Middle States Association of Colleges and Schools

AISA offers a co-educational day program from Preschool to 12th Grade for students of all nationalities. There are no boarding facilities.

AISA ENROLLMENT PROCEDURES

- Collect the application package from the Admissions Office or download it from our website.
- Complete and submit ALL the following required documentation to the Admissions office:
 1. Original official school transcripts for grades 9-12 or report cards for younger applicants: at least the **prior three years** for applicants to grades 3-12, any prior pre-school and school records for grades one and two, any available nursery reports for early childhood children. Photocopies are acceptable for initial review of applications, but **originals need to be presented before final decisions are made.**
 2. Standardized Testing results (PSAT, Iowa Tests of Basic Skills, Stanford Achievement Tests, etc.)
 3. \$200.00 Application Fee (non-refundable—does not guarantee placement).
 4. Student application form
 5. Health information form
 6. Complete health checkup/immunization form with physician's signature
 7. Parent affiliation form
 8. Photocopy of Birth Certificate or Passport
 9. One passport-sized photograph
 10. Results of any educational/psychological testing that has been done with the child and recommendations.
- Wait for the Admissions office to invite the child for entrance testing (Gr.K-12) **and/or** for an interview with the Early Childhood Coordinator (pre-school to kindergarten).

Final admission decisions cannot be made until all documentation is fully completed and submitted, entrance tests are taken and scored, and interviews are completed. The division principals will make final decisions on admission.

Admission to AISA is based upon AISA Admission and Age Policies, class size, previous report cards and other educational records, and AISA placement test results.

Once admission is offered:

- Collect the admission slip from the Admissions Coordinator.
- Proceed to pay school fees at the Finance Office.
- Meet briefly with the school nurse with student immunization forms for completion of emergency health forms and consent forms.
- After the payment of fees, collect receipt, Student/Parent Handbook, Car Sticker, class schedule and purchase P.E. Uniform in the Finance Office.
- Upon presentation of the receipt to the admissions coordinator, the student will be taken to the classroom. Parents may not take new students unaccompanied to the classrooms.

Age Policy - 2010 / 2011 School Year

An age policy is essential in order to ensure that students who enter each grade are physically, mentally, socially and emotionally prepared. The Age Policy is effective from the beginning of the school year for all new students.

CLASS	AGE	BIRTH DATE FALLS BETWEEN
Preschool	Three years (by 30 September)	1 Oct. 2006 – 30 Sept. 2007
Pre-Kindergarten	Four years (by 30 September)	1 Oct. 2005 – 30 Sept. 2006
Kindergarten	Five years (by 30 September)	1 Oct. 2004 – 30 Sept. 2005
1 st Grade	Six years (by 30 September)	1 Oct. 2003– 30 Sept. 2004
2 nd Grade	Seven years (by 30 September)	1 Oct. 2002– 30 Sept. 2003
3 rd Grade	Eight years (by 30 September)	1 Oct. 2001– 30 Sept. 2002
4 th Grade	Nine years (by 30 September)	1 Oct. 2000 – 30 Sept. 2001
5 th Grade	Ten years (by 30 September)	1 Oct. 1999 – 30 Sept. 2000
6 th Grade	Eleven years (by 30 September)	1 Oct. 1998 – 30 Sept. 1999
7 th Grade	Twelve years (by 30 September)	1 Oct. 1997– 30 Sept. 1998
8 th Grade	Thirteen years (by 30 September)	1 Oct. 1996 – 30 Sept. 1997
9 th Grade	Fourteen years (by 30 September)	1 Oct. 1995 – 30 Sept. 1996
10 th Grade	Fifteen years (by 30 September)	1 Oct. 1994 – 30 Sept. 1995
11 th Grade	Sixteen years (by 30 September)	1 Oct. 1993 – 30 Sept. 1994
12 th Grade	Seventeen years (by September)	1 Oct. 1992 – 30 Sept. 1993

**APPROVED FEE SCHEDULE (DOLLAR)
FOR 2010 – 2011 SCHOOL YEAR**

<u>Grade</u>	<u>Daily Start & Dismissal</u>	<u>Per Year</u>	<u>Per Semester</u>
Pre-School	(8:00 a.m. - 2:10 p.m.)	\$4,330.00	\$2,165.00
Pre-Kindergarten	(8:00 a.m. - 2:10 p.m.)	\$5,946.00	\$2,973.00
Kindergarten	(8:00 a.m. - 2:10 p.m.)	\$9,974.00	\$4,987.00
1 st – 2 nd Grade	(8:00 a.m. - 2:10 p.m.)	\$13,366.00	\$6,683.00
3 rd – 5 th Grade	(8:00 a.m. - 3:10 p.m.)	\$13,366.00	\$6,683.00
6 th - 8 th Grade	(8:00 a.m. - 3:10 p.m.)	\$14,408.00	\$7,204.00
9 th - 12 th Grade	(8:00 a.m. - 3:10 p.m.)	\$16,086.00	\$8,043.00

**APPROVED FEE SCHEDULE (NAIRA – SUBJECT TO CHANGE)
FOR 2010 – 2011 SCHOOL YEAR**

<u>Grade</u>	<u>Daily Start & Dismissal</u>	<u>Per Year</u>	<u>Per Semester</u>
Pre-School	(8:00 a.m. - 2:10 p.m.)	N666,820.00	N333,410.00
Pre-Kindergarten	(8:00 a.m. - 2:10 p.m.)	N915,684.00	N457,842.00
Kindergarten	(8:00 a.m. - 2:10 p.m.)	N1,535,996.00	N767,998.00
1 st – 2 nd Grade	(8:00 a.m. - 2:10 p.m.)	N2,058,364.00	N1,029,182.00
3 rd – 5 th Grade	(8:00 a.m. - 3:10 p.m.)	N2,058,364.00	N1,029,182.00
6 th - 8 th Grade	(8:00 a.m. - 3:10 p.m.)	N2,218,832.00	N1,109,416.00
9 th - 12 th Grade	(8:00 a.m. - 3:10 p.m.)	N2,477,244.00	N1,238,622.00

Please note that N154 is the exchange rate used in converting the fee, but the exchange rate is subject to change according to the prevailing exchange rate.

STUDENT ADMISSION POLICY

Revised and approved by the Board on February 25, 2009

AISA is an accredited school offering a co-educational day program from Preschool to 12th Grade for students of all nationalities.

The Office of Overseas Schools, U.S. State Department gives an annual grant to AISA to assist in security and the operation of its programs. In accordance with a special working relationship between AISA and the U.S. Embassy, outlined in the Memorandum of Understanding dated 18 June 2007, the children of U.S. Embassy families on diplomatic or military status, whose tuition is paid by the U.S. Government, will be able to access immediate admission to AISA. In addition, children of overseas recruited staff of AISA, after meeting all of the conditions below, will access immediate admission to AISA. Finally, those participating in the Special Assessment Fee Program* will access immediate admission given that all criteria are met.

All applicants are required to meet the admission requirements, including: age policy, placement test, previous school records, payment of Tuition and Capital Building Fees as outlined in 200.9 of the Policy Manual.

Applications for admission to AISA will be considered on the priority scheme outlined below. However, all applicants must meet admission criteria before being admitted to AISA, regardless of status in Nigeria. AISA reserves the right to deny admission to any student who fails to meet all the requirements. While copies of documents or unofficial reports may be accepted for the purposes of evaluation, **all required official documentation must be submitted, received, and verified prior to any official offer of acceptance.**

Any students requiring special consideration, particularly students with special needs, must have completed records forwarded to the Admissions Coordinator before a decision can be made. As it is not possible for AISA to meet the needs of all students, it is the responsibility of the parents to disclose all documentation fully prior to an offer of admission being made. Failure of any applicant to disclose fully in any instance may result in the offer of acceptance being rescinded. AISA reserves the right to deny admission to student whose special needs cannot be serviced by the school.

A conditional acceptance may be offered by the school, but all conditional acceptances are subject to final confirmation only after all necessary and outstanding documents, issues, or questions have been settled to the satisfaction of the school. All students entering AISA will be required to complete a placement exam. Incomplete exams will not be accepted and students will be required to re-take the exams or will risk not being admitted to the school.

Priority of Consideration for Admission

1. Children of overseas hired AISA teachers/US Embassy personnel
2. Children of AISA locally hired teachers.
3. US Citizens and children whose parents are US citizens (either parent).
4. Children with siblings presently enrolled in AISA.
5. Children transferring from an accredited US curriculum school.
6. Children who were previously enrolled in AISA (seeking readmission).
7. Children from the diplomatic missions and international organizations.
8. All other applicants.

Independent of the admissions categories above, enrolled students who are in good standing have the highest priority for continued enrollment and places will not be eliminated for these students in order to admit new students.

*Special Assessment Fee:

Organizations or individuals who wish to expedite the admission of their child (ren) are required to pay a one-time Special Assessment Fee of \$7,000 per child. All Special Assessment Fees must be paid in full by the last day of the previous school year. At that time, the Administration must be informed of the ages and probable grade levels of the incoming applicant. The one-time Special Assessment Fee is not refundable unless the applicant does not meet the admissions requirements.

SCHOOL CALENDAR AND ATTENDANCE:

It is the responsibility of applicants and their parents to adhere to the starting dates published in the school calendar and available in the admissions packet and on the school website. Applicants are expected to attend school from the day they are admitted unless otherwise stipulated by the school. Previous attendance at AISA or space available does not guarantee admission or likely admission. ?

Because of the amount of time lost and work that needs to be made up, as well as the unreasonable burden late admissions place on teachers and classes, admission may not be granted after ten school days but upon exceptional circumstances, regardless of space availability. Students transferring directly from another school system and who have been in attendance in the current school year prior to transferring will be admitted. Their leaving grades from the previous school may be accepted as evidence of attendance and for the purpose of assigning grades and credits for the period prior to attendance at AISA, provided all other admissions requirements have been met.

All admissions will be made on a case by case basis by the division principal, after a thorough review of the student records and, as needed, in consultation with the appropriate classroom/subject area teachers.

Regardless of when students are admitted to the school, it is the responsibility of the student to make up and complete all work missed due to the late admission, as required by the administration.

FINANCIAL PAYMENT POLICIES

CAPITAL BUILDING FEE

The \$5,000 *Capital Building Fee* is a non-refundable payment, to be assessed for each new student upon initial enrollment. The fee will be applied towards costs associated with construction of the new campus and on-going maintenance of school facilities.

A student, who has left AISA for more than 1 academic year, will be required to pay a new Capital Fee.

Preschool – Pre-Kindergarten: All new students in Preschool through Pre-Kindergarten are required to pay half of the *Capital Building Fee* **\$2,500.00** upon initial enrollment. The balance of \$2,500.00 will be paid when the child moves to Kindergarten.

Kindergarten – Grade 12: **\$5,000.00** *Capital Building Fee* for each new student.

APPLICATION FEE

A **\$200.00** non-refundable fee is required for each new student, when the application form is submitted. This fee does not guarantee placement.

RESERVING SPACE BY DEPOSIT FOR A NEW STUDENT

If a student has been admitted to AISA and space is available, but that student is not able to begin classes at the beginning of the semester, a deposit of **a full semester's tuition fee** is required to reserve his/her place through the rest of the semester. This amount will be deducted from the year's total tuition fees.

Note that the above payments are not refundable in the event that the student does not proceed with admission.

GUIDELINES FOR FEE PAYMENT

1. New students **must** pay the *Capital Building Fee* in full before being admitted. *Tuition Fees* should also be paid either in full or per semester before being admitted.
2. Families that pay the full annual tuition fees prior to the first day of school will receive a 3% discount on tuition fees.
3. Families with three or more enrolled children will receive a 7.5% discount on tuition fees.
4. New students who register during the first quarter will pay full first semester tuition fee. Students who register after *mid-semester* will incur fees for half of that *semester*.
5. Parents who need an official invoice from the school may obtain one from the Finance Office upon request.
6. Parents whose fees are paid by an organization must follow up with their organization until fees are paid. It is not AISA's responsibility to follow up on fee payment directly with the organization.
7. All fees are payable in U.S. Dollars or Naira only. Fees can be paid either in cash, US\$, Naira check or US wire transfer. Wire transfer information may be obtained from the Finance Office upon request.
8. If fees are paid through wire transfer, the parent is required to submit a copy of the wire instruction from the bank as proof of payment. AISA will issue an official receipt only when it is confirmed that the funds have been received in full in the school account.
9. For payments made by check, bank draft or wire transfer; if the amount received by AISA is less than the actual school fees, as a result of bank charges or wire transfer processing fees, the parent will be required to pay the balance to AISA.
10. **All checks and wire transfers must be made payable to the American International School of Abuja** (abbreviation of A.I.S.A. is not acceptable on checks).
11. All cash payments above \$1,000.00 and/or N100,000 must be paid directly at Guaranty Trust Bank, PLC Abuja.
12. To guarantee placement, parents of returning students are required to pay for the first semester (minimum) of the next school year by June 1 of the preceding school year.

DEADLINE FOR PAYMENTS:

1 st Semester	On or before 16 August 2010
2 nd Semester	On or before 10 January 2011

A 10% late fee will be assessed for payments made after the above deadlines.

A 15% late fee will be assessed for payments made more than 30 calendar days after the above deadlines.

A student may not attend class if fees remain unpaid after 30 calendar days of the beginning of a semester.

Report Cards will be held by the Administration if fees have not been paid.

Returning Students: Fees for the first semester (minimum) of the following school year (2010/2011) must be paid before 1 June 2010.

REFUND OF TUITION FEES UPON WITHDRAWAL OR DISMISSAL

Upon official withdrawal or dismissal **only**, tuition fees for any unused quarter(s) will be refundable in total. If a student is present for any part of the quarter, the fee for that quarter is non-refundable. All refunds will be made by check only.