



Cayman INTERNATIONAL SCHOOL

95 Minerva Dr., Camana Bay, P.O. Box 31364, Grand Cayman, KY1-1206, Cayman Islands

Tel: 1-345-945-4664 | Fax: 1-345-945-4650

Email: cis@cayintschool.ky | Website: www.caymaninternationalschool.org

School Fees – 2018/19

Tuition for Cayman International School is an annual tuition. CIS offers families the choice of three payment options.

- Payment in one installment due by 1 August of the school year (a 2% discount is awarded for this option). If payment in full is not received by 1 August, discount is forfeited.
- Payment in three equal installments, due 1 August, 1 November and 1 March of the current school year.
- Payment in ten equal installments due 1 August through 1 May (a 5% fee applies to this option).

Payments may be made by cheque (payable to ISS (Cayman) Ltd) or cash at the school office, wire transfer or on-line through Butterfield Bank (details attached). Tuition is stated in Cayman Island dollars (KYD). If paying in USD, please convert at .82 (1 USD = .82 KYD).

2018-19 Fee Schedule

Fee for new applications (non-refundable)	CI \$ 300
Enrollment Deposit (non-refundable, applied to tuition)	CI \$ 1,000
GRADE	ANNUAL FEE
Nursery	
5 days/week	CI \$ 10,250
3 days/week	CI \$ 6,150
2 days/week	CI \$ 4,100
PreK3	
5 days/week	CI \$12,300
3 days/week	CI \$ 7,380
PreK4	CI \$12,300
Kindergarten	CI \$ 13,300
Grades 1 – 3	CI \$ 15,500
Grades 4 – 5	CI \$ 18,780
Grades 6 – 8	CI \$ 19,200
Grades 9 – 10	CI \$ 19,750
Grades 11 – 12	CI \$ 20,130

Tuition Discount for Siblings:

- Full tuition for the first child is based upon the child in the highest-grade level.
- A 10% reduction is provided for the second child.
- A 15% reduction is provided for third and subsequent children.

Payment of Incidental Fees & Tuition

School fees not paid by the designated due dates will attract late payment administrative charges. Students with outstanding accounts may have their school attendance privilege revoked by the school administration until such time their accounts are settled. Students who have had their attendance privileges revoked will be re-classified as new enrollees and must apply for re-admission to the school. In addition, students with outstanding accounts at the end of a tuition period will not be allowed to enroll for a subsequent tuition period at Cayman International School. The late payment administrative charges are as follows:

Payment of Incidental Fees

Statements for afterschool care, uniform hats, clubs, and misc. charges are emailed monthly. A late payment administrative charge of 1.5% will be applied to the student's account if payment is not received by statement due dates.

Payment of Tuition Fees

Tuition payments are due based on selected payment schedule. Due dates are also noted on the school calendar. Statements will be sent as a reminder on a monthly basis. A late payment

administrative charge of 1.5% will be applied to the student's account if payment is not received by published due dates.

Delinquent accounts may be subject to a hold being placed on report cards, transcripts, and other school records.



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If outstanding fees and late payment administrative charges remain unpaid for 30 days, student's may have their attendance privileges revoked. For accounts that remain outstanding after 45 days the school may refer the matter over to the school's legal counsel to pursue collection. All costs related to this (including all legal fees and disbursements whether or not a legal proceeding is commenced) will become the responsibility of the family and will be added to their bill. In the event that CIS deems, in its sole discretion, to engage attorneys to pursue the collection of unpaid fees and late payment charges, the family shall pay the fees and disbursements incurred by CIS on an indemnity basis.

In addition, in any situation where a late payment has exceeded 45 days, it will be up to the discretion of the school administration as to whether or not the student will be readmitted to the school following the receipt of the overdue payment.

If any payment remains due at the end of a tuition period or upon withdrawal from the school, no transcripts, transfers, or other records will be released until full payment, including late payment administrative charges are received.

Refund of Fees

Tuition for Cayman International School is an annual tuition. Parents or guardians of students who leave CIS before the end of the school year are, without exception, responsible for tuition and any other pertaining school fees. Tuition is pro-rated in accordance with CIS Board policy, as described in the CIS Policy Manual and the CIS Student/Parent Handbook. If a student is withdrawn from CIS during the school year, a withdrawal form must be submitted to the admission's office at least 15 days prior to withdrawal date. Tuition will be pro-rated if at least 15-days notice is received and is due in full prior to student's last day of attendance. No records or transcripts will be released until payment is received. When a student withdraws at any time during 1st or 2nd quarter, tuition due is 60% of annual amount; withdrawal at any time during 3rd quarter, tuition due is 80% of annual amount; withdrawal at any time during 4th quarter, full annual tuition is due.

Refunds will not be given in the event the school is closed due to catastrophic events and/or any circumstances resulting in interruption of business. Should such an event occur, the school reserves the right to retain 100% of tuition invoiced and/or paid as of the date of such event. No refund of school application fees or charges in part or in whole shall be granted except in the case where admission is not granted to the Cayman International School. Delinquent balances are subject to Administrative Late Charges, as described in the Policy Manual and Student-Parent Handbook.

Withdrawal

Upon notification of intent to withdraw, a "Notice of Withdrawal Form," will be issued to the parents or guardians of the student. Please return this form to the main office. Students will be asked to return all textbooks and materials to their teacher, who will then sign the form. Once the teachers have signed the form it should be returned to the school office. All personal items can be collected on the last day of school for any child once the above procedure has been completed. All outstanding dues or fees and any lost or damaged material will need to be paid before the student's school records are released. Please provide at least 15 days notice of withdrawal to ensure the preparation of transfer documentation.

Please note that tuition fees are reviewed annually and may change from one year to the next.