



NORD ANGLIA
INTERNATIONAL SCHOOL
DUBLIN

TUITION FEE POLICY 2024 - 2025

January 2024

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The timely payment of school fees when due is very important in controlling the finances of the school and planning for the future.

In sending their children to the school, parents/guardians accept the obligation to pay the fees in accordance with the terms set out below.

No student shall have any right to remain a student in Nord Anglia International School Dublin where fees due remain unpaid. This policy supersedes any previous arrangement for payment of school fees. Failure to abide by the Fees Policy below may give rise to withdrawal of a student's place in the school.

Nord Anglia International School Dublin reserves the right to change the school fee structure and you will be notified in writing of any change. The Finance Committee sub-committee of the Board of Management will regularly review instances of overdue balances and decide on the appropriate course of action.

Payment of approved fees is expected annually in advance or in 3 instalments (Grade 12 tuition fees are payable in 2 instalments) according to the following schedule.

Fees are payable:

- By bank transfer in full on or before 15 June 2023
- By request payment can be made termly and paid on or before:

| Status | Percentage | Date Due |
|------------------------------------|------------|-----------------|
| First instalment (up to Grade 11) | 40% | 7 June 2024 |
| Grade 12 | 50% | 7 June 2024 |
| Second instalment (up to Grade 11) | 30% | 2 December 2024 |
| Grade 12 | 50% | 2 December 2024 |
| Third instalment (up to Grade 11) | 30% | 3 March 2025 |

Methods of Payment:

- Payment of fees can be made by bank transfer to the bank details on the tuition fee invoice
- Payment of fees can also be made via the following link: nordangliadublin.flywire.com
- Payment of fees by cheque by prior arrangement (cash is no longer accepted).

Sibling Discount:

There is a reduction 5% (of student annual fees) a year for the second and consecutive student in a family (sibling) in the same academic year.

New Students:

For new students, the school will charge parents an enrolment fee of €1600, payable within two weeks of an offer being made. 50% of this enrolment fee will be deductible against tuition fees.

Cancelled Registration and Withdrawal:

- **Deadlines for notification to leave Nord Anglia International School Dublin must be made in writing and must be given one term's notice.**

| | |
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| If leaving at the end of the Autumn Term | Notify the school by first Friday of term in August |
| If leaving at the end of the Spring Term | Notify the school by last Friday of term in December |
| If leaving at the end of the Summer Term | Notify the school by last Friday of term in March |

Please note that fees for the term become payable on or before the above deadline dates and no refund or partial refund will be made after this date.

The school reserves the right to not re-enrol students for the following academic year when fees are repeatedly not paid on time. This will be documented by the school through the school admissions department.

Unpaid Tuition Fee Collection Process

After a tuition fee deadline has passed and tuition fees remain unpaid the following outlines the request for payment process:

- 1) the issuance of dated system generated email payment reminders
- 2) the issuance of email from accounts receivable staff member
- 3) the issuance of email from Finance Manager
- 4) the issuance of email from Principal

If the above requests are not replied to and tuition remains unpaid the school can request the student not return. The School also reserves the right to not issue the concerned student his or her progress report/certificate.

The school reserves the right to charge interest of 1.5% per month on the overdue invoice.

Billing Correspondence

Unless otherwise advised in writing, notification issued to the student's last known home address/emails on our records shall be considered sufficient notice to both parents/guardians.