





**The American International School of Conakry, Guinea**  
***"Where Tomorrow's Leaders Learn"***  
**BILLING INFORMATION**

**Please address invoice to:**

Name: \_\_\_\_\_

Postal Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

E-mail Address \_\_\_\_\_

I wish to be invoiced: \_\_\_\_\_ Per Semester \_\_\_\_\_ Annually

**Please check where applicable:**

My child is: \_\_\_\_\_ A new student \_\_\_\_\_ A returning student

My child will be attending: \_\_\_\_\_ Pre-School \_\_\_\_\_ Kindergarten

\_\_\_\_\_ Grades 6-9 \_\_\_\_\_ Grades 10 to 12

**Please invoice me for (check where applicable):**

\_\_\_\_\_ Yearbook

\_\_\_\_\_ Library deposit

\_\_\_\_\_ Textbook deposit



**The American International School of Conakry, Guinea**  
**“Where Tomorrow’s Leaders Learn”**  
**HEALTH RECORD FOR:**

\_\_\_\_\_ (family name)

\_\_\_\_\_ (given names)

**Immunization/Vaccination Records**

Please attach a copy of your child current vaccination records.  
 These must include:

- DPT (Diphtheria, Pertussis, Tetanus)
- TOPV (Polio)
- MMR (Measles, Mumps, Rubella)
- Hepatitis
- BCG (Tuberculosis) – submit evidence of freedom from active tuberculosis as shown by chest x-ray for approved intradermal tuberculin test.

**Serious or Repeated Problems**

Problem	No	Yes	Problem	No	Yes
Asthma	_____	_____	Glasses/contacts	_____	_____
Bronchitis	_____	_____	Vision	_____	_____
Diabetes	_____	_____	Hearing	_____	_____
Seizures	_____	_____	Blood/muscles/bones	_____	_____
Restricted physical	_____	_____	Coordination or	_____	_____
Education	_____	_____	balance	_____	_____
Kidney/bladder	_____	_____	Speech	_____	_____
Other	_____				

Please explain any serious or repeated problem below:

**Allergies**

Allergy	No	Yes	Please specify
Food	_____	_____	_____
Medicine	_____	_____	_____
Other	_____	_____	_____

I will inform the school of any changes in the above information. I understand that if my child contracts an infectious disease or condition I will inform the school and withdraw my child until he/she is no longer infectious.

Parent’s signature: \_\_\_\_\_

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
 day month year

**The American International School of Conakry, Guinea**  
***"Where Tomorrow's Leaders Learn"***  
**EDUCATIONAL INFORMATION FOR:**

\_\_\_\_\_  
(family name)

\_\_\_\_\_  
(given names)

What special strengths, interests, and skills does your child have? In what extracurricular activities has he or she participated?

Was your child in any special programs in previous schools? If yes, please describe. (Particularly note for English language/ESL, extension programs for gifted children, remedial programs)

Are there any circumstances about your move to Conakry that might affect your child at school?

Please describe your family configuration. For example, name and birth dates of siblings and whether siblings will live in Conakry, etc. Where are siblings in school?



**The American International School of Conakry, Guinea**  
***"Where Tomorrow's Leaders Learn"***  
**TUITION AND FEES POLICIES**

**8003. Registration Fees**

Annual registration fees are payable only after a student has been accepted for admission to the school, and in all cases must be paid prior to the 30<sup>th</sup> day of the school year. When students begin school other than at the beginning of the school year, registration fees must be paid within 30 days of attendance. Registration fees are not refundable and are not transferable to other students. No student is guaranteed a place at the school until registration fees have been paid and accepted.

**8003.2: New Students**

A new student is defined as one who has never before attended ISC.

1. Tuition is payable in two installments. Each installment is for a term of approximately 18 weeks of school. Due dates for paying installments shall be stated on the school calendar. Invoices shall be given to parents two weeks prior to the due date.
2. There is a one time only Capitalization fee per student payable by all new families. The amount of the fee is determined by the Board at the final Board meeting of each school year.
3. Any late tuition payment must be approved in advance of the due date by the Director. Upon recommendation of the Director, the Board of Directors may consider deferred payments in extreme cases.
4. Tuition fees for students enrolling anytime during the first quarter of any semester shall pay the full semester's tuition. Students enrolling in the second quarter of any semester shall pay one half of the full semester's tuition fees. These shall apply regardless of enrollment date.
5. Early withdrawal refund schedule shall be:

First week	80%
Second week	60%
Third week	40%
Fourth week	20%
Thereafter	NO REFUND
6. Students withdrawing from school shall notify the Director at least ten (10) school days in advance to allow for clearance of records. Records will not be released until all tuition fees and any fines have been paid.
7. All tuition shall be paid in U.S. dollars. Payment of tuition in Franc Guinea shall be for Guinean citizens only.
8. The U.S. dollar equivalent of Franc Guinea payments will be determined according to the exchange rate quoted on the day the payments are received.
9. Parents who pay tuition with checks drawn on banks outside of the U.S. should add 5% to cover bank charges associated with processing these checks.

**8003.3: Payment of Tuition and Fees**

**Adopted March 15, 2001**

School Fees:

The school fees shall be paid in full for the entire school year. Alternative payment schedules are available upon written request.

School Fees Paid by One Payment:

- A. The school fees are due the first day of the school year and shall be paid at that time for the entire school year.
- B. Late payment shall attract a penalty of 5% of the total school fees due if payment is not received within thirty (30) days after enrollment.
- C. Late payment shall attract a penalty of 10% of the total school fees due if payment is not received within sixty (60) days after enrollment.
- D. If school fees are not received in full after ninety (90) days of enrollment, the student concerned shall be withdrawn from the school and may resume classes when all school fees and penalties are paid.
- E. Families may enroll their children for only part of the school year if their parents know that they will be leaving Guinea during the school year. The family may pay for the duration of the enrollment only, but after 135 days of school the child is considered enrolled for a full year. The Director will require evidence that the family is planning to leave during the school year. If the family prolongs its stay in Guinea, the remainder of the school fees is due within thirty (30) days of the prolongation of the stay. The policy on late payment of school fees will apply from that date.

School Fees Paid by Two Payments:

The school fees shall be paid in two equal payments without any interest added to the second payment.

- A. The first payment is due the first day of the school year and the second on February 1<sup>st</sup>.
- B. Late payment shall attract a penalty of 5% of the total school fees due if payment is not received within thirty (30) days of the due date.
- C. Late payment shall attract a penalty of 10% of the total school fees due if payment is not received within sixty (60) days of the due date.
- D. If no school fees are received after ninety (90) days of enrollment, the student concerned shall be withdrawn from the school and may resume classes when all school fees and penalties due for the remaining school year are paid.

**8004: SCHOLARSHIPS/TUITION REMISSION**

The AISC recognizes the importance in certain situations of aiding those students in need of financial assistance. This financial assistance is totally dependent upon the parameters of the annual budget.

The availability of scholarship funds will be made on an annual basis. Should funds be available, all parents will be notified and procedures of application will be outlined.

All scholarships will be based solely on need, with the underlining goal of maintaining the international character of the school.

Parents need to apply fresh for Financial or Scholarships every academic year.

Those individuals who are fully reimbursed for the school fees by sponsoring agencies will not be eligible for scholarship assistance.

