



TUITION AND FEES SCHEDULE

SCHOOL YEAR 2017-2018

Tuition and fees at the SABIS[®] International School – Costa Verde are comprised of three main elements: an enrollment fee, a reservation fee, and annual tuition. Fees for the school uniform, books, materials, food, and transportation are not included in this fee schedule and are billed separately.

1. Annual Enrollment Fee

- a) Annual non-refundable Enrollment Fee of \$300.00 USD is payable within 5 days after submission of the signed Enrollment Contract. In subsequent years, payment of the annual Enrollment Fee is due upon re-enrollment.
- b) \$600.00 USD non-refundable Late Enrollment Fee is charged for students starting in Term 2 or 3 and is due within 5 days after submission of the signed Enrollment Contract.

2. Reservation Fee: The non-refundable Reservation Fee ensures a place in the school for each student. Three payment options are available for this fee:

- a) **OPTION 1:** \$4,000.00 USD paid in one installment of \$4,000.00 and due 30 days after the initial letter of acceptance has been issued.
- b) **OPTION 2:** \$5,000.00 USD paid in two installments of \$2,500.00 each. The first installment is due 30 days after the initial letter of acceptance has been issued; the second installment is due one year after the date of the initial letter of acceptance letter has been issued.
- c) **OPTION 3:** \$6,000.00 USD paid in three installments of \$2,000.00 each. The first installment is due 30 days after the initial letter of acceptance has been issued; the second installment is due one year after the date of the initial letter of acceptance has been issued; and the third installment due two years after the initial letter of acceptance has been issued.

In the case of letters of acceptance issued between January 1, 2017, and December 31, 2021, **the Reservation Fee is not payable for those students whose guardians, one or both, are Costa Verde residents.**

For the purpose of this agreement, the term “Costa Verde resident” shall refer to a person who owns a property in the Costa Verde Community Development (The Hills, Senderos, Green Life Village, New West, Puerto Madero, Costa Verde Park, Natura and Riverview) and uses it as his/her primary residence.

3. Tuition

PK 3 (3 to 4 Years Old)	PK4 (4 to 5 Years Old)	KG (5 to 6 years old)	G1	G2	G3	G4
USD 3,500.00	USD 3,500.00	USD 3,750.00	USD 4,000.00	USD 4,250.00	USD 4,500.00	USD 5,000.00



Three payment options are available for annual tuition:

- a) **Option 1: 1 Full Year payment.** A 10% discount is applicable if full year amount is paid by June 15th.
- b) **Option 2: 3 Termly payments.** (Due on June 15th, September 15th, December 15th).
- c) **Option 3: 10 Monthly payments.** Paid on the 1st day of each of the 10 months in the school year (September through June). In case of 10 monthly payments, an additional administrative fee of 10% will be charged per month. (See table below.)

OPTION 3	PK 3 (3 to 4 Years Old)	PK4 (4 to 5 Years Old)	KG (5 to 6 years old)	G1	G2	G3	G4
With	USD 385.00	USD 385.00	USD 412.50	USD 440.00	USD 467.50	USD 495.00	USD 550.00

I/We THE GUARDIAN(S) hereby select the following Tuition Payment Option:

Option 1: _____ Option 2: _____ Option 3: _____

A late payment charge of 20% of the amount due under all three options above will be assessed if the payment has not been received in the school’s account within 5 working days of the due date.

4. **Sibling Tuition Discount:** THE SCHOOL offers the following discounts for families enrolling 2 or more children in the school:
- First sibling: Full tuition
 - Second sibling: 5% discount
 - Third sibling: 10% discount
 - Fourth and more siblings: 15% each

If tuition for the year is paid in full, the 10% discount for full-year payment will be applied to the amount remaining after any sibling discount has been applied.

5. **Cancellation Fee**

A Cancellation Fee of \$750 USD will be charged if the enrollment application is withdrawn after June 30.

6. **Methods of Payment**

- Direct payment in cash at the bank
- Electronic wire transfer (ACH)

THE SCHOOL reserves the right to use any collection method, including withholding report cards or transcripts, to obtain payment from THE GUARDIAN(S) for late payment as listed in this section, until THE GUARDIAN(S) is in good standing with THE SCHOOL.



7. Late Enrollment

A student who enrolls late and attends school for 5 weeks or more of an academic term is charged for the entire term.

A student who enrolls late and attends school less than 5 weeks of an academic term is charged half of the tuition fee for the academic term in question.

Relevant sibling discounts will be applied to the total tuition payable.

No reduction in fees can be made for any prolonged absences.

For students starting in Term 2 (from November 29, 2017), two-thirds of the annual tuition is payable in addition to the Late Enrollment fee of \$600.00 USD.

For students starting in Term 3 (from April 3 2018), one-third of the annual tuition is payable in addition to the Late Enrollment fee of \$600.00 USD.

8. Early Withdrawal

A student who attends school for 5 weeks or more of an academic term and withdraws after giving the required notice* will be charged for the entire term.

A student who attends school for less than 5 weeks of an academic term and withdraws after giving the required notice* will be charged for half of the tuition fee for the term.

*Term 2 begins November 29, 2017. Written notice of withdrawal required by October 28, 2017.

*Term 3 begins April 3 2018. Written notice of withdrawal required by March 02, 2018.

No reduction in fees can be made for any prolonged absences.

9. Uniform, Books, and Materials

Guardians are responsible for providing uniforms, books, and materials for the student.

10. Food and Transportation

Guardians have the option to contract for food and transportation.

11. Bank Details

Payable to:

Name: BYBLOS DEVELOPMENT CORPORATION

Address: Av. Guayacanes y Av. Circunvalación, Costa Verde, La Chorrera, Panama.

Bank: Uni Bank y Trust Inc.

Type of account: Savings

Account Number: 126383



If payment is made via bank transfer or personal check, the final amount transferred must be the full amount due after all transfer fees have been paid.

Proof of payment(s) should be sent via E-mail to costaverde@sabis.net. If a printed copy of the school's receipt of payment is required, please send a request to costaverde@sabis.net.

All tuition and fees will be paid by Guardians ____ or Company ____ by bank transfer. (Please give company details below.)

Company Name _____ Department _____

Contact Person _____ Tel. No. _____ E-mail _____

Address _____

Street Postal Code Town/City _____

I/We have read and understood the Tuition and Fees Schedule for School Year 2017-2018. I/We, the undersigned, agree to abide by this schedule for amounts payable and dates due.

First Guardian

Print Name

Place

Day___/Month___/ Year___

Second Guardian

Print Name

Place

Day___/Month___/ Year___