



**MEF INTERNATIONAL SCHOOL ISTANBUL
PAYMENT POLICY
ACADEMIC YEAR 2011-2012**

1) APPLICATION FEE

A one time non-refundable application fee of **US\$ 500** should be paid upon submitting application form regardless of the date of application. No discounts apply to application fee (see Withdrawal Refunds).

*Payment of application fee does not guarantee admission to school unless all requirements are met.

2) PLACEMENT FEE (DOWNPAYMENT)

Every year a downpayment of **US\$ 3000** per student applies to all students, before May 15 to hold the place for September. No discounts apply to placement fee (see Withdrawal Refunds and Article 5).

3) TUITION

Tuition is referred to as the amount excluding the application fee and the downpayment/placement fee paid to the school.

Tuition can be paid in 4 installments due on :

August 15	October 15	January 15	March 15
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OR Tuition can be paid **in full** with 5 % discount. (Please see article 5(b)-Discounts)

- **Registration/withdrawal during the school year:** Tuition will be pro-rated on a ten month basis, from September 1 to June 30. Tuition will be charged for the full month in which the registration/withdrawal occurs. Placement and application fees are excluded from pro-rated balance calculation.
- **Overdue Payments:** Payments not received in the office by the 15th of August, October, January, March are delinquent and a **late fee of 5% USD** will be added to past due accounts.
 - **After one month of non payment:** Parents will be asked to either make the late payment in full or withdraw their child from the school.
 - **Non-payment Clause:** If no payment is made within 2 months of the specified due date, the account will be sent to a legal collection agency.
- **Tuition includes:**
 - ❖ Textbook
 - ❖ Yearbook
 - ❖ Daily lunch and snack
 - ❖ Co-curricular activities within the school
 - ❖ 1 Physical Education uniform
- **Tuition does not include:**
 - ❖ IBDP, Cambridge, Checkpoint, IGCSE, IELTS, TOEFL, SAT, ACT exam fees
 - ❖ Laptops for students if/when required by the programs
 - ❖ School bus/transportation. (Prices for school bus service are quoted by the bus company in Turkish Lira and are payable to the bus company's cashier or bank account only, **not to the school's bank account**).



4) WITHDRAWAL REFUNDS

- a. **Withdrawal during the academic year:** Tuition will be pro-rated on a ten month basis, from September 1 to June 30. Placement fee and application fee (USD 3000 and USD 500) are excluded from pro-rated balance calculation. Tuition will be charged for the full month in which the withdrawal occurs. The remaining amount will be refunded to the party who submitted the payment. Placement fee and application fee will not be refunded (see Article 4 b).
- b. **Withdrawal during July and August:** If the Placement fee of 3000 USD has been made for the next academic year, and withdrawal takes place before school starts in September, **1500 USD** (50% of placement fee) will be refunded to the party who submitted the initial payment. If the withdrawal takes place after school starts, no refunds from the placement fee will be made.
- c. **Exclusion:** Late fees (if any) are not pro-rated or refunded.

5) DISCOUNTS

Discounts do not apply to APPLICATION FEE & PLACEMENT FEE (DOWNPAYMENT).

- a. **Sibling Discount** of 10 percent for 2 siblings; and 15 percent for 3 or more siblings will apply to total tuition.
- b. **Full Payment Discount** of 5 percent will apply to tuition paid before August 15 for returning students. For new students, 5 % discounted tuition is due before they start school.
- c. **VAT Diplomatic Exemption Discount**
 - ❖ If the parents are members of a foreign country's diplomatic/consular mission but pay their children's school fees themselves, VAT exemption will not apply.
 - ❖ If parents are members of a foreign country's diplomatic/consular mission and if their children's school fees are **paid by the Consulate/Embassy or by the foreign country government, VAT exemption will apply upon submission of following documents to the Admissions Office at registration:**
 - 1) A copy of the certified **Reciprocity Agreement Document** sent by the Turkish Ministry of Foreign Affairs to the Embassy/Consulate of the said foreign country, which indicates that the **education cost** of the children of the diplomats of that country are exempt from Value Added Tax (VAT).

Ref: Law December 26, 2006 # 26388 serial #103 VAT Exemption Policy
Gazette #27423 5/12/2009 section D
www.gib.gov.tr
 - 2) An official letter from the Consulate/Embassy listing the students names whose school fees will be paid by that Consulate/Embassy or by that country's government. The letter should be on the letterhead of that Consulate/Embassy, duly signed and stamped.
- d. **Company Group Discount**

Company Group Discounts will apply to tuition of new group enrollments only. 5 or more enrollments constitute a group.

To be eligible for 10% company group discount:

 - ❖ the responsible payee must be the same company or Consulate.
 - ❖ payment must be made in full.

To be eligible for 5% company group discount:

 - ❖ the responsible payee must be the same company or Consulate.
 - ❖ payment must be made in 4 installments on due dates.

Total discounts cannot exceed 25 %

**MEFIS reserves the right to make changes on this policy*

March 2011