



Tuition & Fees Terms & Conditions

As of September 2022

Tuition Fees:

Tuition and Fees are as published on the school's website and are reviewed annually and subject to change. Fees are stated in Cayman Islands dollars (KYD). If paying in USD, please convert at 0.82 (1 USD = .82 KYD).

Our fees are charged on an annual basis for the period September to June inclusive, regardless of the payment plan selected. To assist, we offer both Termly and Monthly payment options.

Tuition fees are due regardless of absences due to illness, holidays, or temporary school closures due to weather, catastrophic events and/or any circumstances resulting in interruption of the business.

Registration Fee

Our Registration fees are non-refundable and non-transferrable. However, if we are unable to offer a place in your chosen entry year, your application will automatically roll over to the next available placement, and you will not be required to re-apply.

Place Deposit Fee (New Students)

Upon confirmation of initial enrolment parents will be required to pay a non-refundable Placement Deposit of \$600. This will be applied in full to your first tuition invoice.

Placement Deposits may NOT be used to settle outstanding tuition fees, withdrawal penalties or other outstanding balances due to the school. Deposits are also non-transferrable to other students.

Re-Enrolment Deposit (Returning Students)

A CI\$600 non-refundable, non-transferrable, re-enrollment deposit is due by March 15th, annually to secure your child's seat for the following school year. Places for re-enrolled students will be secured only after the Place Deposit are received., and this amount is applied towards the next year's tuition. If payment is not received by the due date, seats will be offered to students on the wait list.

Placement Deposits may NOT be used to settle outstanding tuition fees, withdrawal penalties or other outstanding balances due to the school. Deposits are also non-transferrable to other students.

Annual Supply Fee

An annual supply & resource fee of \$300 will be charged in your first tuition invoice each year.



After School Care Fees

Daily After School care will be available for families who require a little extra time at pickup. Fees for After School care are published on our school's website and may be subject to change from time to time.

After School Care fees for drop in days will be billed at the end of the calendar month in which the fees were incurred. Families who have pre-registered for daily aftercare will be charged in their normal billing cycle in advance.

For more information on our After School Care program please visit the Student Life page of our website.

Tuition Discounts

Prepayment Discounts: Our tuition schedule contains discounts built in for Annual (5%) and Termly payments (3%). Changes made during the year to different payment options will result in an adjustment of fees to correct discounts to applicable months only.

Sibling Discount: We are pleased to offer the following discounts for families at Island Primary:

- * Full tuition for the first child based upon the child in the highest-class level
- * A 5% reduction for the second child
- * A 10% reduction for the third child

Payment Plan Options

The following options are available to assist with your payment scheduling:

- > A single installment at the start of the school year of \$14,950 payable by August 20th.
- > Payment in three installments:
 - August 20 \$6,130.00
 - January 1: \$4,600.00
 - April 1: \$4,600.00
- > Payment in (10) equal installments of \$1,570.00 commencing August 20th

Financial Assistance Programme

For families who may require assistance with fees, we are pleased to connect them with our school's non-profit entity, ClassSpace NPO. More information is available on our Website.



Payment Methods

Fees may be paid by bank or wire transfer, or via a local Cayman Islands bank cheque or draft. Please note Cash is not accepted at any time.

Details of our bank accounts are as follows:

CIBC FirstCaribbean
Island Primary Ltd.
KYD Chequing Account
Account No: 1048 5566

Butterfield Bank Cayman
Island Primary Ltd.
KYD Chequing Account
Account No: 1361 8189 60019

Fees may also be paid by MasterCard, Visa or American Express. Please note this method will incur a 3% surcharge. To use this payment method please complete and submit a Credit Card Authorization Form (attached as an appendix to the Policy).

Late Payment Policy

A late payment administrative charge of 1.5% may be applied to the student's account if payment is not received by published due dates. Please note delinquent accounts may be subject to a hold being placed on report cards, transcripts, and other school records.

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 to the school's legal counsel to pursue collection. All related costs (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 any situation where a late payment has exceeded 45 days, Island Primary may, at its sole discretion, decide whether 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.



Mid-Year Withdrawal

If a parent / guardian elects to withdraw a child from school, a full term's notice must be received in writing using our Student Withdrawal Form. Please contact admissions@islandprimary.org to obtain a form.

If such notice is not received, a full term's fees will be due and payable immediately in lieu of notice.

School Removal

The School reserves the right to require parents to withdraw their child at any time after admission, for example, when the school has not been fully informed of relevant or significant information about that child's educational social, behavioural, or medical background. In such cases, there will be no financial obligation on the part of the School.

The School further reserves the right to suspend or terminate services for any student should it be deemed necessary for the overall safety and well-being of the school to include its staff, students, parents and caregivers, or in instances where the school determines that the relationship with the parents or guardians has become untenable.

Refund of Fees

Tuition is charged on an annual basis, with options provided for payment plans. Regardless of the payment plan chosen, parents or guardians are responsible for the annual tuition amount stated.

Parents or guardians of students who leave Island Primary before the end of the school year are, without exception, responsible for tuition and any other related school fees. Tuition will be pro-rated in accordance with our Tuition & Fees Policy provided the required notice is provided.

If a student is withdrawn from Island Primary during the school year, a withdrawal form must be submitted to the admission office in accordance with our Tuition & Fees Policy.

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.

No refund of Placement Deposit fees shall be granted except in the case where admission is not granted or revoked prior to the start of entry.