

**SCHOOL FINANCIAL INFORMATION****NEW FOREIGN STUDENTS 2024-2025**

Registration Fee:	<i>(non-refundable)</i>	\$200 TT
Assessment Fee:	<i>(non-refundable)</i>	\$1000 TT
Capital Fund:	<i>(One-time payment per family non-refundable)</i>	
	Kindergarten – Grade 12	\$25,000 TT
Annual Tuition Fees:	Kindergarten - Grades 12	\$79,695 TT

Payment Schedule:

ELEMENTARY	2024/2025	Enrollment Fee 10%	Term 1 30%	Term 2** 30%	Term 3** 30%	TOTAL
	K- Grade 8	\$7,970	\$23,909	\$23,908	\$23,908	\$79,695

SECONDARY	2024/2025	Enrollment Fee 10%	SEMESTER 1 45% plus additional fees*	SEMESTER 2** 45% plus additional fees*	TOTAL
	Grades 9-12	\$7,970	\$35,863 + fees	\$35,862 + fees	\$79,695 + fees

* Please see additional fees table overleaf.

** Tuition fees subject to change.

Full payment of Capital Fund, Enrollment fee and applicable Term/Semester fees is required to confirm enrollment.

Payment to be made by electronic funds transfer or direct deposit to our TT or US account.

Confirmation of payment to be emailed to finance@mapleleaf-school.com.

Cheques made payable to 'Maple Leaf International School' may be dropped off to school's mailbox.

DISCOUNTS: Family Discounts: One subsequent sibling is given a 5% discount (applied to the lowest tuition).**For TT payments:**Republic Bank Ltd. Starlite Shopping Plaza, Diego Martin
Account #4402 2463 4301 Type: Chequing account**For US payments:**Scotiabank Trinidad & Tobago Limited, Starlite Shopping
Plaza, Diego Martin, Branch #74625
Account #4000618 Type: Savings account

ADDITIONAL FEES**		JK/SK	Grades 1-6	Grades 7-8	Grades 9-12
STUDENT ACTIVITY FEES	Photocopying/printing		\$50 (Gr 4-6)	\$100	\$100
	Combination Lock			\$120	
	Graduation fee			\$100 (Gr 8)	\$450 (Gr 12)
ADDITIONAL COURSE FEES	P.E.				\$250
	Food & Nutrition				\$350
	Grade 10 Literacy Test				\$700
	ILC Courses				varies per course
OTHER FEES	PTA Subscription		\$300 per family, per school year		
	MLIS Association Membership		\$50 per parent (one time fee)		
	Extra Curricular		Varies per activity		

** Tuition fees subject to change.

FEE POLICY - TERMS & CONDITIONS OF PAYMENT

1. (a) NEW STUDENTS

Submission of an Annual Enrollment Agreement, a non-refundable enrollment deposit, plus capital fund payment and applicable term/ semester fee is required to confirm a new student's enrollment.

(b) RETURNING STUDENTS

Submission of an Annual Enrollment Agreement and a non-refundable enrollment deposit of the annual tuition fee on or before July 5th enrolls a returning student for the new Academic Year (September to June).

- Either party may void this contract by written notification prior to July 5th. Thereafter, the Agreement becomes binding and the parent/guardian is obligated to pay fees in accordance with Annual Enrollment Agreement.
- Payment of term/semester tuition fees are due on or before September 1st, January 1st and April 1st for Elementary students and September 1st and February 1st for Secondary students. Payments must be made by personal cheque, bankers draft or direct deposit, cash is not accepted.
- In the event that either or both parents/guardians are away at the time of the Agreement due dates of payment, it is the responsibility of the parent/guardian to ensure payment obligations are met by the due dates.
- Failure of the parent/guardian to abide by the payment due dates, by 10 calendar days following past due day, will result in a charge of \$1,000.00 TT or 12% interest per annum, whichever is greater. Failure of Maple Leaf to promptly issue invoices will not operate as a waiver for timely payment of Tuition Fees.
- Student attendance at school may be suspended until all outstanding fees are paid. Maple Leaf reserves the right to deny entry to the school, attendance of classes by the student, withhold grades, report cards and transcripts until all payment obligations have been settled in full. Any costs incurred by Maple Leaf in enforcing this Agreement and collecting outstanding balances will be to the account of the parent/guardian or student.
- The following conditions will apply in the event of withdrawal of a student:
 - Written notification provided on or before July 5th: Enrollment deposit will be refunded.
 - Written notification provided between July 5th and September 1st: the Contract will become void, the School retains the Enrollment deposit with no further liability to the parent/guardian.
 - Written notification any time after the commencement of the Academic Year: The circumstance of each student withdrawal will be reviewed and examined in accordance with the existing Fee Policy.
- A service charge of \$100.00 TT will be applied for any dishonoured cheques.
- Local students are classified as those (or their parents) holding a Trinidad and Tobago birth certificate or passport. Effective September 1st, 2004, documented residency status qualifies for local fees.
- Fees include the provision of textbooks for the use of the students. These books remain the property of the school and must be returned at the end of the year, term or semester, or upon leaving the school. Any lost, or damaged textbooks/library books will result in payment of the replacement cost. These costs will be applied to the student's school account and will be shown on the next invoice for fees. All records are held until payment is made.

This agreement represents the full understanding of the parties and may be modified only by the written agreement of both parties. On the part of the school, such modifications and any exceptions to the terms of this Agreement require the consent of the Principal and Finance/Operations Manager of the School.