



PAYMENT POLICY - ISTANBUL ACADEMIC YEAR 2017-2018

MEF IS school fees include the sum of the application fee, placement fee and tuition.

1) APPLICATION FEE

A one time application fee of **\$500** should be paid upon submitting application form regardless of the date of application. Payment of application fee does not guarantee admission to school unless all requirements are met.

2) PLACEMENT FEE

A yearly fee of **\$3,000** is due to secure the placement of all new and returning students. **This is an annual, non negotiable fee; it applies to all students.**

- **Returning Students:** The placement fee should be paid by 15 June for re-enrollment.
- **New Students:** The placement fee should be paid immediately upon confirmation of admission. For new enrollments that take place in the 2nd Semester (from February to June) 50% of the yearly placement fee (**\$1.500**) will be charged for the rest of that school year.

3) TUITION

If the registration is done **by 15th of June** no increment will be applied to the tuition fee.

If the registration is done **after 15th of June** 1% increment will be applied on the 2016-2017 tuition.

Tuition can be paid **in 4 installments**. The installments are due before the following dates:

| | | | |
|-----------------------|------------------------|------------------------|----------------------|
| 15 August 2017 | 15 October 2017 | 15 January 2018 | 15 March 2018 |
|-----------------------|------------------------|------------------------|----------------------|

Tuition includes:

- Usage of textbooks.
- Yearbook.
- Breakfast or morning snack, cooked lunch and afternoon snack.
- Co-curricular activities during the school day.
- 1 Physical Education uniform.
- Cambridge International Exam Fees .
Coverage includes only Cambridge Checkpoint [English, Math, Science] and up to 8 IGCSE exams per year. Exam related late entry fees, data changing fees, e-marking, call for re-check of papers, postal fees, etc. are excluded.

Tuition does not include:

- IBDP, IELTS, TOEFL, SAT, ACT exam fees.
- After School Activities.
- School bus transportation.
- Computers /laptops/ iPads for students.

Students in Grades 4, 5, 6, 7 and 8 are required to bring an iPad of any kind with at least 32GB of memory to school to be used as an additional learning tool within the classroom. Note: Students may bring an iPad with less memory to school, but please be aware that they may run into difficulties with storage and may require your assistance to delete unused files and applications or use cloud storage solutions.

Students in Grades 9 - 12 are highly encouraged to have access to a laptop with the following specifications: Apple: OSX 10.8.5 or higher; iWork suite/Windows 7 or newer; 250 GB hard drive; comprehensive insurance recommended; Windows: Windows 7 or newer; Microsoft Office 2010 or newer; 250 GB hard drive; comprehensive insurance recommended. Access to a color printer for assignments is also highly recommended.

4) REGISTRATION AND/OR WITHDRAWAL DURING THE SCHOOL YEAR

New registrations during the school year: Tuition will be calculated for the number of days student attends school for the month in which the registration occurs in addition to the remaining part of the academic year.

Withdrawal Refunds: A 10% deduction will be made to the school fee (sum of the application fee, placement fee and tuition) when a child's enrolment is withdrawn from the school. If the school year has not begun, the amount remaining after the 10% deduction will be made in full. If the withdrawal happens during the course of the school year, the refund will be prorated on the basis of the number of days remaining in the school year after the 10% deduction has been made. Refunds will be made to the party who submitted the original payment. Late fees (if any) will not be refunded.

Overdue Payments: Payments not received in the office by the 15th of August, October, January, March are delinquent and a late fee of 5% will be added to past due accounts. After a month of the non-payment of school fees, parents will be asked to either make the late payment in full or withdraw their child from the school. If no payment is made within 2 months of the specified due date, the account will be sent to a legal collection agency.

5) DISCOUNTS

Discounts apply only to tuition. No discounts apply to Application Fee and Placement Fee.

a. Sibling Discount

10% discount for 2 siblings; and 15% discount for 3 or more siblings will apply to the total tuition.

b. Corporate Group Discount

A group discount of 5% will apply to corporations with 5 or more enrollments from the same company or Consulate. To be eligible for the corporate discount, a letter listing the students' names in the group must be submitted with the authorized signatures.

**(The payee for the tuition must be the company or Consulate.)*

Please note **the total discount shall not exceed 25%** and when multiple discounts are involved then a stepped approach will be applied, beginning with the largest discount.

6) VAT DIPLOMATIC EXEMPTION

If the parents are members of a foreign country's Diplomatic/Consular mission and pay their children's school fees themselves, VAT exemption will not apply. However, if payment of the school fees of their children is made 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 :

- a. An official letter from the Consulate/Embassy listing the students' names whose school fees will be paid by that Consulate/Embassy or that country's government. The letter should be on the letterhead of that Consulate/Embassy, duly signed and stamped.
- b. A copy of the Diplomatic Exemption Card provided by the Turkish Ministry of Foreign Affairs to the Embassy/Consulate of the said foreign country.