



American  
Cooperative School  
of Tunis  
SINCE 1959

## 2023-2024 PRIVATE PAYERS REGISTRATION CONTRACT

Name of student 1: \_\_\_\_\_ Grade: \_\_\_\_\_

Name of student 2: \_\_\_\_\_ Grade: \_\_\_\_\_

Name of student 3: \_\_\_\_\_ Grade: \_\_\_\_\_

Name of student 4: \_\_\_\_\_ Grade: \_\_\_\_\_

Name of student 5: \_\_\_\_\_ Grade: \_\_\_\_\_

Use this form only if school tuition and fees are paid privately

I, the undersigned, acting as legal representative of the above-mentioned student(s), request his/her enrollment for the academic year 2023-2024, and hereby agree and accept the following for the benefit of ACST:

1. I accept the responsibility for payment of the full tuition fees for the academic year 2023-2024, even if the student withdraws before June 2024.
2. Registration of K-12 students requires the prior payment of the annual capital fee of \$1,150. Students starting in Kindergarten must also pay the one-time registration fee of \$5,000. (Maximum per family \$10,000). Upon payment of these fees, my child(ren)'s application will be complete and his/her name(s) will be added to the 2023-2024 class lists.
3. I have read the attached tuition/fee schedule for the academic year 2023-2024 and hereby agree to be bound by and to comply with all the terms and conditions set forth in said schedule and hereby agree to pay for each student as follows: Tuition fee, capital fee, one-time registration fee (for new students enrolling in 2-12 and returning students enrolling in grade 2), bus transportation fee and canteen fee (if contracted).
4. I am aware and agree that late payments will accrue administrative charges as specified on the payment instructions form. Administrative charges are:
  - 5% for invoices overdue for 15 to 29 days
  - 10% for invoices overdue for 30 to 44 days and student(s) suspension from classes.
  - 15% for invoices overdue for more than 45 days and student(s) withdrawal from ACST.
5. I am aware that my child(ren)'s attendance in subsequent school years automatically renews this contract, subject to that year's tuition/fees schedule and payment instruction form.
6. This registration contract shall be governed and interpreted in accordance with the laws of Tunisia. Any dispute, difference or controversy related to this registration contract, including any related to its validity, enforceability, termination or interpretation, that cannot be amicably resolved within sixty (60) days from the date the relevant party notifies the other in writing of such dispute, difference or controversy, will be resolved by the courts of the City of Tunis, Tunisia. If residence in Tunisia ceases the applicable law is the USA.

***Please sign in the back of this contract and return to the Admissions Office.***

### Physical Address

Km. 10 Route de La Marsa  
Cité Taieb M'hiri 2045  
Laouina – Tunisia

### Telecommunications

Tel: 216 71 760 905  
Email: [finance@acst.net](mailto:finance@acst.net)

### Correspondence

BP 150 Cité Taieb M'hiri  
2045 Laouina – Tunisia  
[www.acst.net](http://www.acst.net)



American  
Cooperative School  
of Tunis  
SINCE 1959

## 2023-2024 PRIVATE PAYERS REGISTRATION CONTRACT

First and Last name of Parent 1: \_\_\_\_\_

ID number or passport number and date issued: \_\_\_\_\_

Address in Tunisia: \_\_\_\_\_

Address in home country: \_\_\_\_\_

Signature: \_\_\_\_\_ Place and Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

---

First and Last name of Parent 2: \_\_\_\_\_

ID number or passport number and date issued: \_\_\_\_\_

Address in Tunisia: \_\_\_\_\_

Address in home country: \_\_\_\_\_

Signature: \_\_\_\_\_ Place and Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Accepted by ACST (Name of officer):  
\_\_\_\_\_

Signature: \_\_\_\_\_ Place and Date: \_\_\_\_\_

### Physical Address

Km. 10 Route de La Marsa  
Cit  Taieb M'hiri 2045  
Laouina – Tunisia

### Telecommunications

Tel: 216 71 760 905  
Email: [finance@acst.net](mailto:finance@acst.net)

### Correspondence

BP 150 Cit  Taieb M'hiri  
2045 Laouina – Tunisia  
[www.acst.net](http://www.acst.net)



American  
Cooperative School  
of Tunis  
SINCE 1959

## ACST Payment Instruction Sheet 2023-2024

### All fees are in US Dollars. Payments may be made either:

- A US Dollar check payable to ACST drawn on a U.S. bank.
- A transfer to TD Bank in U.S. (include family name and invoice number in reference).
- Tunisian nationals must pay in Tunisian dinars (cash or check payable to ACST only).

### All bank transfer charges are to be covered by the payer:

When making a transfer, please send a copy of the transfer to the Finance Office for confirmation of payment. Receipts will be issued for transfers only upon confirmation of funds transferred into the School bank account.

### For wires in US Dollars Only (please DO NOT send wires in any other currency)

<b>Bank Name</b>	<b>TD BANK, NA</b>
Bank Address	1753 Connecticut Avenue, NW Washington, DC 20009, USA
Account #	4255351028
Account Name:	American Cooperative School of Tunis
Routing #	054001725
SWIFT Code:	NRTHUS33XXX
School Address:	Km. 10 Route de La Marsa, Cite Taieb M'Hiri, Laouina 2045 - Tunisia

For transfers to this account please check with your bank to confirm if they are using an intermediary bank. In some cases, an intermediary bank will deduct a handling charge. If this is the case, **\$50** must be added to the transfer amount. Any resulting credit balance will be refunded in Tunisian Dinars.

**N.B.** ACST will never suddenly instruct you to transfer money to a different bank account or unexpectedly ask you for sensitive financial information via email. Should you be in any doubt about the legitimacy of an email, call the school directly at +216 71 760 905.

### LATE PAYMENT PENALTIES

Payers can avoid late payment fees by paying the invoice by its due date. Students will not be allowed to take a seat for class on the first day of school if the invoice is not fully paid.

---

If necessary, penalties will be imposed as follows:

- 15 days late – 5% on unpaid balance.
- 30 days late – 10% on unpaid balance and student(s) suspension from classes.
- 45 days late – 15% on unpaid balance student(s) withdrawal from ACST.

We appreciate your understanding and cooperation in ensuring prompt payment of school fees.

Read and accepted by: \_\_\_\_\_ /\_\_\_\_\_/\_\_\_\_\_  
(Name) (Signature) (Date)



# AMERICAN COOPERATIVE SCHOOL OF TUNIS (ACST)

Accredited by the Middle States Association of Colleges and Schools  
The Mediterranean Association of International Schools  
An IB World School

## TUITION/FEE SCHEDULE AND PAYMENT/REFUND POLICY 2023 – 2024

The ACST Board of Governors has given detailed and careful scrutiny to the overall finances of the school, giving special attention to the long-term development of both capital and instructional programs. The annual fee structure is designed to provide the income necessary that ensures the continued quality of education at ACST for the next school year and beyond.

### NEW STUDENTS

Application Fee	\$200
Registration Fee for New Enrollment (Maximum fee per family \$10,000)	\$5,000 (Kindergarten - Grade 12)
Deposit for incidentals*	\$250

### ALL STUDENTS

Tuition Fee (Non-refundable)	
Pre-Kindergarten – Half-Day	\$7,293
Pre-Kindergarten – Full-Day	\$12,149
Elementary School (Kindergarten – Grade 5)	\$23,246
Middle School (Grades 6-8)	\$24,705
High School (Grades 9-12)	\$25,980
Capital Fee (Grades K-12)	\$1,150
Reservation Fee for Returning Students ONLY**	\$500

### OPTIONAL FEES

Bus Transportation	\$950 (One semester or half time) \$1,500 (Full year)
Lunch*** - Elementary School (Pre-Kindergarten – Grade 5)	- \$825 OR invoiced three times a year
Lunch*** - Middle & High School (Grade 6 – Grade 12)	- Invoiced three times a year
IB exam - will be invoiced later in the year and must be paid prior to taking the exams	

\* Deposit for incidentals is for broken, lost or damaged items; transfer fees charged by banks, overage of lunch or snack bar charges. When the deposit goes below \$50, it needs to be refreshed at the beginning of the next year. Unused deposits are refunded when the family leaves ACST.

\*\* A seat reservation fee of \$500 will be charged for returning students is due on May 10. This fee will be deducted from tuition.

\*\*\* Elementary students not on the full plan and secondary students will be invoiced three times a year, and it will be based on the actual consumption of both lunches and snack bar purchases.

### Please Note

- Bus registration forms are available in the school's web site or at the Business Office.
- Lunch for elementary school is charged with tuition but may be invoiced separately if requested. No refunds are given for unconsumed lunches. If lunch is not required, the school must be notified within **1 week** of the child starting school.

### Payment of fees

By enrolling children in the school, the parent/guardian accepts full responsibility for all fees and charges (see payment instruction sheet for details on making payments). ACST reserves the right to withhold student records if there are outstanding fees.

Late payment fees: see payment instructions sheet for details.

**All fees are payable in advance for the entire school year prior to the student's first day of school.**

Special arrangements may be requested prior to the first day of school upon application to the Finance Office.

### Late Admission

For students who enroll after the beginning of the school year, the following guidelines apply to tuition fees:

- If a child is admitted to the school at any time during first semester, full annual tuition fees will be charged.
- If a child is admitted to the school at any time during second semester, 65% of the tuition fees will be charged.
- If a child is admitted to the school within 30 calendar days prior to the last day of the school year (after May 2, 2023), the tuition fees will be pre-rated at 1/177<sup>th</sup> per school day.

### Refunds

- Fees are non-refundable, regardless of withdrawal of the student at any time before the end of the academic year.
- No refunds will be made for Registration, Capital, Bus, nor Admission fees.
- No refunds will be made in case of temporary closing due to *force majeure*.

Read and accepted by \_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
(Date)