

# AMERICAN COOPERATIVE SCHOOL OF TUNIS (ACST) REGISTRATION CONTRACT

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The Mediterranean Association of International Schools  
An IB World School



Name of student 1: \_\_\_\_\_ Grade: \_\_\_\_\_  
Name of student 2: \_\_\_\_\_ Grade: \_\_\_\_\_  
Name of student 3: \_\_\_\_\_ Grade: \_\_\_\_\_  
Name of student 4: \_\_\_\_\_ Grade: \_\_\_\_\_

I, the undersigned, acting as the legal representative of the above-mentioned student(s), request his/her enrollment for the academic year 2024-2025 and hereby agree and accept the following for the benefit of ACST:

1. I (the parent/guardian) accept full responsibility for all tuition fees, even if the student withdraws before June 2025. ACST reserves the right to withhold student records if there are outstanding fees.
2. I understand that tuition and fees **must be paid in full at least one week** before the student's first day of school. Upon payment of these fees, my child(ren)'s application will be complete, and his/her name(s) will be added to the 2024-2025 class lists.
  - 2.1. **Semester Payment Option:** Parents have the option to request a one-semester payment plan, subject to the following conditions:
    - *Semester 1 Invoice:* The invoice for Semester 1 will include 55% of the annual tuition.
    - *Semester 2 Invoice:* The invoice for Semester 2 will include 50% of the annual tuition.
    - The registration fee for new enrollment and capital fee will be included in the Semester 1 invoice and must be paid in full even if the student is enrolled for only one semester.
3. I have read the attached tuition/fee schedule for the academic year 2024-2025 and hereby agree to be bound by and to comply with all the terms and conditions set forth in said schedule.
4. 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.
5. I understand that 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 that of the USA.

## PAYMENTS OPTIONS

All fees are in US Dollars. Payments can be made in cash TND, personal check (USD or TND) or wire transfer.

### To the ACST Cashier:

- **US Check:** This is a convenient option for USD payments.
- **Cash (TND):** With a maximum amount of 3,000 TND. Please note that we do not accept cash in foreign currency.
- **TND Cards:** 1.51% fee applies.
- **Overseas Cards:** 3.7% fee applies.
- **Online Payment:** 4% fee applies (activate upon request).
- **Cashier Office hours:** Monday-Friday, 7:30 AM-3:30 PM.
- Bank fees may apply and will be added to the invoice.

### Cash Deposit to Bank:

Please deposit directly into the TND account and provide a copy of the deposit slip to the Finance Office:

**Bank Name:** Amen Bank  
**Account Name:** American Cooperative School of Tunis  
**RIB:** 07 117 0164 105 502310 78 AIN ZAGHOUAN  
**IBAN:** TN59 0711 7016 4105 5023 1078  
**Code Bic:** CFCTTNTT

### By Wire Transfer in USD only:

Include the name of your child with the transfer and submit a copy of the transfer confirmation to the Finance Office.

**Bank name:** TD Bank NA  
**Bank Address:** 1753 Connecticut Avenue, NW Washington, DC 20009, USA  
**Account Number:** 4255351028  
**Account Name:** American Cooperative School of Tunis  
**Routing Number:** 054001725  
**Swift Code:** NRTHUS33XXX  
**School Address:** Km. 10 Route de La Marsa, Cite Taieb M'Hiri, Laouina 2045 - Tunisia  
**Note:** US banks do not have IBAN numbers

To initiate transfers to this account, please verify with your bank whether they employ an intermediary bank. Occasionally, intermediary banks may impose a handling fee. If such a scenario arises, an additional **\$50** must be included in the transfer amount. Any excess credit balance will be refunded in Tunisian Dinars.

## TUITION/FEE SCHEDULE AND PAYMENT/REFUND POLICY 2024-2025

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 to ensure 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	\$7,366
Pre-Kindergarten: Full-Day	\$12,270
Elementary School (Kindergarten – Grade 5)	\$23,478
Middle School (Grades 6–8)	\$24,952
High School (Grades 9–12)	\$26,240
Capital Fee (Kindergarten - Grade 12)	\$1,150
Reservation Fee for Returning Students ONLY	\$500

### ADDITIONAL EXPENSES

Bus Transportation	\$950 (One semester or half time) \$1,500 (Full year) \$150 for the athletics/activities 3rd rotation bus (per student/per season) There are 3 seasons a year
Lunch: Elementary School (Pre-Kindergarten – Grade 5) Lunch: Middle & High School (Grade 6 – Grade 12)	- \$825 / invoiced 3 times a year (day/day) / home lunch - Invoiced three times a year (day/day)
IB exam - will be invoiced later in the year and must be paid prior to taking the exams	
International athletics and activities trips Uniform for physical education and sports (grades 6-12)	

### EXPLANATION OF TERMS AND FEES

- **Application Fee:** A non-refundable administrative fee intended to cover the costs associated with reviewing new student applications. This fee must be remitted upon submission of the online application form.
- **Registration Fee for New Enrollment:** A one-time payment, required for students enrolled in K through Grade 12, limited to 10,000 USD per family. If the student was previously enrolled in Pre-kindergarten, this payment remains applicable when they transition to Kindergarten.
- **Deposit for incidentals:** is allocated for the replacement or repair of broken, lost, or damaged items, as well as for covering bank transfer fees and potential overages in lunch or snack bar charges. When the deposit balance falls below \$50, it is required to be replenished at the start of the subsequent year. Any unused deposits will be refunded to the family upon their departure from ACST.
- **Capital Fee:** An annual payment, mandatory for K–12 students, and it is used to support the school's capital improvements.
- **Reservation Fee for Returning Students ONLY:** A seat reservation fee of \$500 will be charged for returning students after completing the re-enrollment survey in May. This fee will be deducted from the tuition fee of the following year.
- **Elementary School Lunch:** Refunds will not be issued for unconsumed lunches. If a student does not opt for school lunch, parents should notify ACST within one week of the child's enrollment. In this case, the lunch option will be modified to either a day/day option or home lunch.

### LATE ADMISSION POLICY

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 the first semester, full annual tuition fees will be charged.
- If a child is admitted to the school at any time during the second semester, 55% 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, the tuition fees will be prorated at 1/175<sup>th</sup> per school day.

### LATE PAYMENT PENALTIES

Payers can avoid late payment fees by paying the invoice by its due date. If necessary, penalties will be imposed as follows:

- 5 days after the due date – 5% of unpaid balance.
- 10 days after the due date – 10% of unpaid balance.
- 15 days after the due date – 15% of unpaid balance.

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

### REFUNDS

- All fees are considered **non-refundable**, even if a student withdraws before the conclusion of the academic year.
- No refunds will be made in the event of temporary closure due to *force majeure*.

### INVOICE DETAILS

Fees will be paid by: \_\_\_\_\_ Parent \_\_\_\_\_ Employer

Name of parent or company: \_\_\_\_\_

Address: \_\_\_\_\_

Tel: \_\_\_\_\_

I, \_\_\_\_\_ have read, understood, and agreed with the above information.

Date \_\_\_\_\_