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March 9, 2017

Dear Fellow ASW Parents,

From its founding in 1953, ASW has operated as a private, not-for-profit educational institution. This means all income is spent directly in benefit of our students and program needs, in addition to a portion being placed in reserve to manage unexpected emergencies. The past year, as you know, has been one of innovation and progress. We are making outstanding strides in the implementation of the IB Primary Years Program (PYP) and Middle Years Program (MYP). The new Design Center allows students to learn and practice cutting-edge technical skills such as computer modelling and coding, robotics, and 3D printing. Our English-language and Learning Support programs have been strengthened, and participation in after-school athletics and activities is at an all-time high. The professionals who work so hard each day to educate our children are truly bringing to life ASW's Mission: *To unlock our students' potential, we provide a wide range of experiences: we engage them in our rigorous academic curriculum, visual and performing arts programs, athletics, and service learning. We foster a passion for ideas.*

The Board of Trustees, working closely with ASW's Director and his team, has finalized the budget for the 2017-2018 school year. Taking into account current and future financial requirements to support academic programs, operations, staffing, facilities maintenance, and increased tax liability, the Board of Trustees has approved a tuition increase of 7% for next year. The allocation of this increase across different grade levels and currencies is shown in detail in the attached fee sheet.

As ASW parents ourselves, members of the Board of Trustees are sensitive to the impact of tuition and fee increases on family budgets. We have worked carefully and methodically with the Director and his team over the past several months to identify ways to reduce expenses, resulting in a net increase of only 1% in next year's operating costs. This is an ongoing process, and we are taking a multi-year approach to budget planning to ensure ASW remains financially strong while costs and expenditures are optimally focused on and consistent with the School's mission.

While this is a larger tuition adjustment than ASW has seen in several years, this increase was driven primarily by the need to address a significant change in the Polish government's treatment of ASW's eligibility for VAT reimbursement. The increase also covers a very modest general increase in Faculty & Staff salaries—an overdue measure to ensure we remain a competitive employer of top-quality international educators. The decision on this year's increase was taken with the expectation that making these adjustments now will allow us to keep future tuition increases below 3% per year while still replenishing our reserves.

As in years past, a deposit of \$1,000 will be required for each returning student to secure a seat for the following year. This "seat deposit" is due by Friday, March 31, 2017. Seats not secured by deposit will be made available for new applicants. An invoice will be made available to each payer through our PowerSchool Parent Portal.

The Board of Trustees thanks you for your understanding and support as we work to assure ASW's long-term success and maintain its deserved reputation as one of the leading international schools in the world. If you have questions about the 2017-2018 tuition and fee schedule or policies, please contact the Business Office at +48 (22) 702 8596.

Sincerely,

Robert L. Batchelder, Chair  
ASW Board of Trustees

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# ASW TUITION & FEE PAYMENT INFORMATION RETURNING STUDENTS FOR 2017-18 SCHOOL YEAR

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**Tuition-** Tuition is due in both currencies listed below as per the due date specified on the invoice.

Grade Level	First Semester Currency Totals		Second Semester Currency Totals		Total Annual Tuition		
	USD	PLN	USD	PLN	USD	+	PLN
Pre-kindergarten	\$3,250	PLN 11,500	\$3,250	PLN 11,500	\$6,500	+	PLN 23,000
Kindergarten	\$3,850	PLN 15,400	\$3,850	PLN 15,400	\$7,700	+	PLN 30,800
Grades 1 - 5	\$4,700	PLN 21,750	\$4,700	PLN 21,750	\$9,400	+	PLN 43,500
Grades 6 - 8	\$5,350	PLN 22,600	\$5,350	PLN 22,600	\$10,700	+	PLN 45,200
Grades 9 - 10	\$5,450	PLN 24,000	\$5,450	PLN 24,000	\$10,900	+	PLN 48,000
Grades 11-12	\$5,450	PLN 24,750	\$5,450	PLN 24,750	\$10,900	+	PLN 49,500

- **Payment is required in the currency quoted (All payers must remit in BOTH USD and PLN).**

## STUDENTS WHO DEPART BEFORE THE END OF A SEMESTER.

- Should a student withdraw during any part of a semester, there will be no refund for that semester.
- Students who leave the school within the first 15 school days of a semester that follows the last full semester of attendance will be charged a daily tuition rate.
- Refunds of tuition will be given for any full semester in which the student did not attend.

## ADDITIONAL CHARGES

### Registration Fee

- Pre-Kindergarten students are not assessed the Registration Fee. Students continuing into Kindergarten will pay a non-refundable Registration Fee deposit of \$1,000, and when continuing into 1<sup>st</sup> grade will pay the remaining non-refundable Registration Fee as indicated in the year of the student's progression, less the \$1,000 paid in Kindergarten.
- Kindergarten students are required to pay a non-refundable Registration Fee of \$1,000. Students continuing into first grade will pay a non-refundable Registration Fee of \$5,750, less the \$1,000 paid in Kindergarten.

### **EAL (ENGLISH AS AN ADDITIONAL LANGUAGE) FEE (GRADE 6-12)**

EAL Students continuing in the program from the 2016-17 school year will be assessed the EAL Fee in 2017-18 at the rate of US\$1,500 per semester until they exit from the program. Inclusion in the EAL program for grades 6 through 12 is at the sole discretion of the Director of EAL. Program fees are only prorated on a semester basis. Fees can be invoiced on a semester or annual basis at the discretion of the parent.

## OTHER FEES

Parents may be assessed other charges in either USD or PLN for specific purposes and with the parent's prior informed consent. The following are the current fees associated with Special Educational Needs (SEN) assessment:

Learning Support (LS) Assessment	US\$500
Speech and Language Pathology (SLP) Assessment	US\$500
Occupational Therapy (OT) Assessment	US\$500

**IMPORTANT:** Please be aware that the payer is responsible to cover all transfer and exchange costs incurred when making payments, to ensure that the amount paid on account is the full amount due. Polish banking laws require our local bank to ask for your passport if you are paying school fees in cash at the bank.

## **OTHER FEES, CONTINUED.**

Starting with the 2017-2018 school year, students requiring more intensive learning support in the form of an assigned teaching aide will be assessed a fee associated with the overall costs of hiring and providing this level of assistance. The fee includes the hiring of a qualified full time aide assigned to the student and all associated costs to support collaborative planning with case manager, classroom teacher, and other involved staff. Students being supported at this level receive an Individual Educational Plan (IEP) and their overall progress is monitored against the goals of that plan, including all appropriate accommodations for and accomplishment of grade level curricular goals.

Learning Support 1:1 aide

PLN 87,000

Other fees for examinations (e.g. - AP, IB, SAT I, SAT II, ACT, etc.), graduation fees, yearbooks, or the cost of transportation for athletic or activity trips may also be incurred and are invoiced on an as needed basis.

## **INVOICES**

- An invoice requesting a **non-refundable** payment of a **SEAT-DEPOSIT of \$1,000 or PLN 4,000** will be due as specified on the invoice. Payment of this fee will confirm your child's enrollment to ASW. If payment is not received by the indicated due date on the invoice, the seat will be made available to new applicants.
- Tuition invoices for the school year will be deposited in the password protected Power School account for each student with emailed notification to the parent of their placement and availability. Payment is due as per the date specified on the invoice. The seat-deposit will be credited toward the tuition.
- The Tuition will be invoiced as indicated below for the following groups:
  1. Corporate/Organizational Payers: A one time payment is required to cover the full year's fees. Regardless of the designated payer, it is the responsibility of the parent to ensure payments are made by the due date.
  2. Private Payers: Private payers have three payment options:
    - A. *Annual Payment Plan* with invoices for the full cost of tuition for both PLN and USD portion of the tuition.
    - B. *Semester Payment Plan* with two invoices, one in each currency for each semester including half of the tuition in both USD and PLN.
    - C. *Special Payment Plan* with two invoice dates per semester for both the USD portion and the PLN portion of the fees (total of four pay periods for the year). The invoices will include 25% of the total tuition owed in both USD and PLN, plus a \$200 administrative fee included in the first invoice.
- There will be a late fee charge of \$200 for any payment made after the due date indicated on the invoice.
- Failure to pay school fees by the established due dates may result in the student(s) not being allowed to attend classes.

## **PAYMENTS**

- Payments for the 2017-2018 school year will be accepted in the currencies quoted. All payers will remit payment in both currencies (PLN & USD), for fees as specified. Information regarding the school's bank accounts is included on the invoice for your convenience. **Important: Please include the student's name or invoice number on the transfer.**
- PLN transfers or payments made directly to Raiffeisen Bank will be credited the same day to the ASW account. USD payments will require at least two business days before credit is applied.
- Please contact the Business office for additional bank transfer information: [businessoffice@aswarsaw.org](mailto:businessoffice@aswarsaw.org) or (+48)-22-702 85 96

**IMPORTANT:** Please be aware that the payer is responsible to cover all transfer and exchange costs incurred when making payments, to ensure that the amount paid on account is the full amount due. Polish banking laws require our local bank to ask for your passport if you are paying school fees in cash at the bank.