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February 17, 2020

Dear Fellow Parents,

Greetings from the ASW Board of Trustees and congratulations to you and your children on a successful first semester! Although the nature of an international school is inherently dynamic, I'm pleased to highlight a number of areas of stability through which ASW is solidifying its stature as one of the premier schools in the CEESA region and worldwide.

The Board has extended the Director's contract through 2023, providing stable strategic and operational leadership. Financially, ASW will achieve the Board's strategic reserve targets ahead of schedule, while keeping tuition increases within the intended range. Further enhancing ASW's governance, the Board has implemented a committee structure to focus on long-term development and stability under a policy governance model. And most important, the diverse and highly-qualified instructional team continues to implement ASW's IB program as an integrated, full World Continuum School.

These achievements are due largely to the leadership and quality of the instructional, administrative, and support staff at ASW. However, they are also a result of your investment of energy and resources, as the ASW parent community, through grade-level parental support, PTO participation, Board membership, and building a multi-national community. Together, we are making the vision for ASW a reality.

### **2020-2021 Tuition & Fee Schedule**

ASW is a private, not-for-profit educational institution that devotes all revenues to education and program requirements, which includes prudent planning for contingencies through allocating funds to a strategic reserve. Each year at this time, the Board of Trustees approves the ASW Tuition & Fee Payment Information for the upcoming school year. Taking into account current and future financial requirements to support academic programs, operations, staffing, facilities maintenance, and necessary capital improvements, the Board approved a very modest tuition increase for the 2020-2021 school year at the Feb. 3 meeting. The allocation of the increase across different grade levels and currencies is shown in detail in the attached fee sheet, with an overall increase of an average of 2.5%.

One change to the fee structure approved by the Board for next year is how fees associated with Learning Support (LS) are applied. To date, the LS Program has been funded through tuition costs, with only a separate, direct cost for students requiring one-on-one LS programming. From next year, the majority of the Learning Support program will continue to be supported by the school as a demonstration of our commitment to inclusion, but ASW will assess direct fees for students in the moderate to intense services range, to help support the wide range of services and solutions provided. Children currently in the moderate or intense services program will have a one-year, 50% reduction as these fees are implemented. To provide clarity on this change, the Director of Learning Support will contact individual families affected by this decision by February 21.

If you have questions about the 2020-2021 tuition and fee schedule or policies, please contact the Business Office at +48 (22) 702 8596.

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### Returning Students

As in years past, a deposit will be required for each returning student to secure a seat for the 2020-2021 school year. An invoice for each student's "seat deposit" of 4,000 PLN is currently available in the PowerSchool Parent Portal, with payment due by Thursday, March 6, 2020. Seats not secured by deposit will be made available for new applicants.

ASW is also updating the Enrollment Contract to be compliant with school policies and current Polish law, in particular GDPR. Parents or guardians for all re-enrolling students will be required to sign a new contract. The Business Office will be in contact once the list of returning students is confirmed.

### Strategic Planning and ASW Advancement

Building on last year's development of the ASW Mission and Vision, the Board and Administration are focused this year on developing the detailed projects to achieve our strategic goal: "By 2024, everyone here will spend the majority of their time managing what they do and designing how they do it." The "Project Nest," next to the Administration offices, is still open a bit longer to facilitate community-wide engagement in this process. Please stop by and read the prompts and thoughts already present, and add your voice to the process.

The Board is also focused this year on building a comprehensive Advancement culture in ASW, where each member of the community is contributing to the current and future success and stability of the school through identifying and building partnerships within and outside the ASW community. These partnerships will align with and enhance activities around ASW's Core Values and Vision, providing resources and opportunities for students to ***change the world for the better.***

### Board/PTO Membership and Training

I would like to draw your attention to several tangible and rewarding opportunities to get involved in ASW. The annual election cycle for ASW Board of Trustees and PTO Leadership is rapidly approaching in March and April. Interested candidates for PTO leadership positions should reach out to the current PTO President, Elena Pellizzari, or PTO Vice President Liz Bata. Interested candidates for the Board should fill out the brief survey on the ASW website (under the Board of Trustees page) and reach out to Artur Banaszak (Chair, Governance Committee) to express interest. In addition, a second offering of the School and Non-Profit Board Membership Training will be offered on March 26, which fulfills one of the candidacy requirements for Board membership. Please see the attached "Board Training and Election Cycle" for further details and the registration link.

The Board of Trustees, comprised of members of the ASW Parent Community, is eager to develop community awareness and interest in the governance of ASW. As part of our commitment to transparency and inclusion, each Board meeting's main agenda is published and open to all members of the ASW Community, and we encourage your attendance and input. The Board wishes to thank each of you for your support as we work with the Director and his team to assure ASW's long-term success and maintain its 67-year tradition of excellence.

Sincerely,



Greg Liddle  
Chair  
Board of Trustees

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## Board Training and Election Cycle

We will be holding another session on School and non-profit board membership. If you have an interest in a position on the ASW board, as a leader in PTO, or if you are looking to serve on other boards in the future, this training will help provide some of the key understandings associated with good governance in a non-profit setting. The content of this training has been expanded to also include insights into ASW specifically. We'll explore selected ASW Board documents and will give some insight into ASW structures and policy. Our first session will take place as follows:

***Thursday, March 26, 2020 at 6:00 p.m.***

If you would like to participate, you can sign up by clicking here:

<https://goo.gl/forms/cfjli5MvNnwzNiNs2>

Similar to last year, the Board of Trustees is also seeking candidates as new Trustees (U.S. citizens and Non-U.S. citizens) who will begin serving in the 2020-2021 school year. This process, overseen by the Board of Trustees Governance Committee, begins now with a call for both applications for appointment and nominations for election through a unified form to be completed by March 30 for appointments and by April 17 for elections. The link to that form is here:

<https://goo.gl/forms/3Vg4LemowAyfBTNA3>

The Board is currently seeking community members with experience in fields like human resources, fundraising, development, and strategic planning. We are also seeking members with strong social networks within both ASW and our host community. Most importantly, the Board of Trustees needs parents who are committed to the values, mission, and vision of our community and the long-term wellbeing of our school and its students.

You can find more information about the Board of Trustees, including the composition of the board and qualifications here:

<https://www.aswarsaw.org/community/board-of-trustees>



# ASW TUITION & FEE PAYMENT INFORMATION 2020-2021 SCHOOL YEAR

The American School of Warsaw is a Not-for-Profit organization. Tuition and fees fund all operational expenses and strategic enhancements to advance learning experiences for all students. The following information outlines ASW's tuition and fees and payment policies.

## TUITION

Tuition includes textbooks, everyday class supplies, field trips (including Middle & High School trips), most after-school activities, and mild learning support. Lunches and daily transportation are not included.

Grade Level	Total Annual Tuition		
	USD	+	PLN
Pre-kindergarten	\$5,725	+	PLN 29,320
Kindergarten	\$7,040	+	PLN 38,350
Grades 1 - 2	\$8,825	+	PLN 52,020
Grades 3 - 5	\$8,910	+	PLN 52,530
Grades 6 - 8	\$10,250	+	PLN 54,325
Grades 9 - 10	\$10,455	+	PLN 57,535
Grades 11-12	\$10,455	+	PLN 59,120

**Payment is required in both currencies.  
All payers must remit in BOTH USD and PLN.**

**STUDENTS WHO ENROLL AFTER THE START OF A SEMESTER:**

- Students who enroll at any time during a semester will be invoiced the full tuition for that semester.
- Students may enroll and attend classes within the last 15 school days of the first semester and will be charged a pro-rata daily tuition rate.

## APPLICATION FEE

A **non-refundable** Application Fee of \$550 or PLN 2,000 (applicant may choose the currency) covers the processing of an application. Applications will not be processed until the Application Fee has been received. Payment of the Application Fee does not guarantee admission. The Application Fee will be charged for any student re-applying to ASW if their original application is more than one year old, except for those who remain active on a waiting list for a period longer than one year (additional updated documents may be required).

## REGISTRATION FEE FOR NEWLY ENROLLED STUDENTS

Registration Fee is a one-time, non-refundable fee applied to newly enrolled students due upon admission to the School to confirm your student's seat. Students re-enrolling in ASW who have previously paid the Registration Fee are not required to pay this fee again.

Grade Level	Fee (USD)
Pre-kindergarten	N/A
Kindergarten	\$1,000
Grades 1 - 12	\$6,000

- Pre-Kindergarten students are not assessed the Registration Fee. Students continuing into or entering Kindergarten will pay a non-refundable Registration Fee of \$1,000.
- Kindergarten students currently enrolled and continuing into first grade will pay the non-refundable Registration Fee for Grades 1-12, less \$1,000.

## DEPOSIT FOR NEWLY ENROLLED PRE-K STUDENTS

Newly enrolled Pre-K students must pay a **non-refundable** seat deposit of **PLN 4,000**, due as specified on the invoice. Payment of this fee by the due date 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 other applicants. The seat deposit will be credited toward tuition.

## **EAL (ENGLISH AS AN ADDITIONAL LANGUAGE) FEE**

Kindergarten students currently enrolled and continuing into first grade are not assessed an EAL Fee. The EAL program is a requirement of enrollment for all new students in Grades 1-12 who qualify for services as determined by the Language Programme Policy/Procedures and the prescribed assessments.

<b>Grade Level</b>	<b>One-Time Fee on Entry</b>
Grades 1 -12	PLN 17,500

## **LEARNING SUPPORT**

Students requiring moderate, intensive, or specialized education learning support will be assessed a fee associated with the overall costs of this level of assistance. Along with a determination of level of service, a comprehensive learning plan will provide details on the services provided. Students being supported at these levels receive an Individual Learning Plan (ILP) and their overall progress is monitored against the goals of that plan, including all appropriate accommodations for and/or modifications to the curriculum. The following are the current fees associated with moderate, intensive and specialized education learning support. Details regarding the levels of support including qualification, assessment, determination, and program components are available upon request.

<b>Learning Support</b>	<b>Annual Fee</b>	<b>Returning Students Enrolled in Learning Support before 20/21' School Year - Annual Fee</b>
Moderate	PLN 10,000	PLN 5,000
Intense	PLN 40,000	PLN 20,000
Specialized Education	PLN 87,000	PLN 87,000

## **OTHER COSTS**

- Fees for examinations (e.g. - AP, IB, SAT, ACT, etc.), graduation fees, yearbooks, PE uniforms, advanced calculators, or the cost of transportation for athletic or activity trips may also be incurred and are invoiced on an as needed basis.
- Late payment fees – PLN 700 per invoice for each late payment.
- Administration fees – PLN 700 for Special Payment Plan.
- Lost or Damaged School Property: Students are billed at full replacement cost for lost and/or damaged books, materials, equipment, and facilities, but is refundable if the lost item is found and returned in good condition.
- Parents may be assessed other charges for specific purposes and with the parent's prior informed consent.

## **INVOICES**

- Tuition will be payable on the dates indicated below:

<b>Payment Plan</b>	<b>Due Dates</b>
Annual	June 1
Semester (not available to corporate payers)	June 1, November 3
Special (not available to corporate payers)	June 1, August 1, November 3, January 15

- All students will be invoiced under the Annual Payment Plan unless Semester or Special Payment Plan has been selected in Powerschool system.
- Upon request, non-corporate payers may elect to pay Registration and/or EAL Fees according to the selected Tuition Payment Plan due dates.

- An invoice requesting a ***non-refundable*** payment of a **seat deposit of PLN 4,000** for all re-enrolling students will be sent during semester 2 of the current school year and will be due as specified on the invoice. Payment of this fee by the due date will confirm your child's continued 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. The seat-deposit will be credited toward the tuition.
- An invoice requesting a ***non-refundable*** payment of the **Registration Fee** for all newly enrolled K-12 students will be due as specified on the invoice. Payment of this fee by the due date 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 PowerSchool account for each student with email notification to the parent of their placement and availability. Payment is due as specified above.
- Failure to pay tuition or fees in full according to payment deadlines may result in temporary or permanent restriction from attending school; withholding of school reports, references, and/or examination results; or, in the extreme, loss of the student's place in the school.

## **PAYMENTS**

- Payments for the 2020-2021 school year will only 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 the invoice number on the transfer.***
- PLN transfers generally will be credited the same day or following business day to the ASW account. USD payments will require at least two business days before credit is applied.
- 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 an 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.
- Please contact the Business Office for additional bank transfer information: [businessoffice@aswarsaw.org](mailto:businessoffice@aswarsaw.org) or +48-22-702-8596

## **REFUNDS**

Tuition and fees are billed according to an academic year. In the event a student withdraws in advance of or during any academic year, tuition paid by the due date of the invoice will be refunded for full semesters in which the student does not attend school as below:

<b>Withdrawal Notice Received</b>	<b>Paid Tuition Refund of Semester 1 Portion</b>	<b>Paid Tuition Refund of Semester 2 Portion</b>
Before July 1	100%	100%
July 1 - August 15	50%	100%
August 16 - November 15	0%	100%
November 16 - December 15	0%	50%
After December 15	0%	0%

Any refunds will be net of fees, deposits, or portions thereof stipulated as non-refundable.

If tuition is not paid in full by the due date, the invoiced amount of the tuition remains due and payable irrespective of any withdrawal, with no right to a discount or refund on the invoiced amount due.