



## Fairfield International Academy Tuition Fee and Fee Policies, 2021-2022

Fairfield International Academy is committed to providing a rigorous inquiry-based education that adheres to challenging, global standards while staying true to its Jamaican heritage. Fees that ensure the proper functioning of the school are a critical form of revenue for the school, and prompt payment of all fees is the responsibility of all Fairfield parents/guardians. In addition to allowing us to provide a high quality of education for your students, the fees are used to:

- ▶ provide competitive compensation for teaching, administrative and grounds staff,
- ▶ provide resources, materials, facilities and equipment,
- ▶ support the educational requirements of international accreditation, and
- ▶ maintain facilities.

### Tuition Fees 2021-2022 (all fees are quoted in US dollars)

#### Fees

\$10,800	Tuition for 2021-2022 Academic Year
\$160	Application Fee
\$1500	One-time enrolment fee for each new student upon entering the school

#### Fee Schedule

*Application Fee:* due at the time of application

*Enrolment Fee:* due at the time of official acceptance by the Head Principal

#### Tuition is Paid in Three Terms

Due: Aug 26, 2021	Due: Dec 3, 2021	Due: Apr 7, 2022	Total
\$3,600	\$3,600	\$3,600	\$10,800

**Early bird discounts:** (4.85%, single payment of \$10,300 August 26; 2.86%, two payments of \$5,250 August 26 and January 21, 2022)

**Sibling discounts:** The annual tuition for a second child is reduced by 10% to \$9,720, and by 12% to \$9,504 for a third currently enrolled child

Tuition Fee INCLUDES	Tuition Fee EXCLUDES
<ul style="list-style-type: none"> <li>• Access to e-learning platforms that facilitate parent-teacher collaboration</li> <li>• Textbooks</li> <li>• E-textbooks</li> <li>• Apps for e-learning</li> <li>• Tutorials before and after school</li> <li>• Most extracurricular activities</li> <li>• Advisory Program</li> </ul>	<ul style="list-style-type: none"> <li>• Lunch</li> <li>• Personal laptop and repairs</li> <li>• Transportation to/from school</li> <li>• Uniforms</li> <li>• Personal school supplies</li> </ul>

#### Fairfield International Academy

Dr. Aston King Highway / Spring Gardens, St. James / Montego Bay, Jamaica  
 Phone: +1 (876) 318 4395 Web: [www.FairfieldAcademyJa.com](http://www.FairfieldAcademyJa.com)



### School Fee Billing Procedure

1. Prior to fee invoices being issued parents/guardians will receive an email requesting which Payment Option is preferred; if no response is received the tuition will be invoiced in the standard three terms.
2. Tuition invoices and inquiries will use the Business Office email, [accounts@FairfieldAcademyJA.com](mailto:accounts@FairfieldAcademyJA.com)
3. Reminder notices will be sent to parents/guardians the day after due date.
4. Second Reminder notice will be sent to parents/guardians 11 days after due date with a statement of account which will include the penalty payment of US\$200
5. Outstanding accounts are those that are not fully paid, or where direct debit does not fully cover the fees
6. Any arrangements to vary the conditions for payment must be made through the School Secretary and approved by the Head Principal.
7. Should the account remain outstanding, Fairfield will contact the parent/guardian to organise a meeting with the Head Principal, at a mutually agreeable time. The meeting will include a discussion of the issues surrounding fee payment and agreeable terms for the repayment conditions. The outcome of the meeting will be confirmed in writing to the parent/guardian.
8. If the parent/guardian does not communicate with the Head Principal about the outstanding account, the Head Principal will decide the necessary action, which may include the student being refused entry to attend Fairfield.
9. Personal cheques in US dollars will be accepted in time for clearance prior to due date for fees.
10. Personal cheques will not be accepted once a dishonoured cheque has been presented to the school dishonoured cheque will incur and additional reimbursement of US\$40.
11. If tuition is unable to be settled within the stipulated time period parents must seek alternative financing arrangements in order not to impact student learning and attendance.

### Payment of Fees (Routing information at bottom)

- ▶ Fees must be paid in US\$
- ▶ Payment via Bank Deposit: Account Name: Fairfield International Academy Ltd; Sagicor Bank Fairview Branch: 5503359377 (US\$)
- ▶ US\$ cheque should be made out to: Fairfield International Academy Ltd
- ▶ CASH WILL NOT BE ACCEPTED AS PAYMENT

**Proof of payment** of tuition fees must be given to the School Secretary on or before due date as stipulated on the invoice or sent via email to [Accounts@FairfieldAcademyJA.com](mailto:Accounts@FairfieldAcademyJA.com)

- ▶ All payments received 10 working days after due date will incur a late payment fee of US\$200 which will be applied to outstanding balances.
- ▶ If proof of payment has not been received by the School Secretary, including payment of all fee penalties by the first day of school,
  - the student will not be allowed to attend school until school fees have been paid, and
  - the student will not receive any reports, transcripts, results and certificates.

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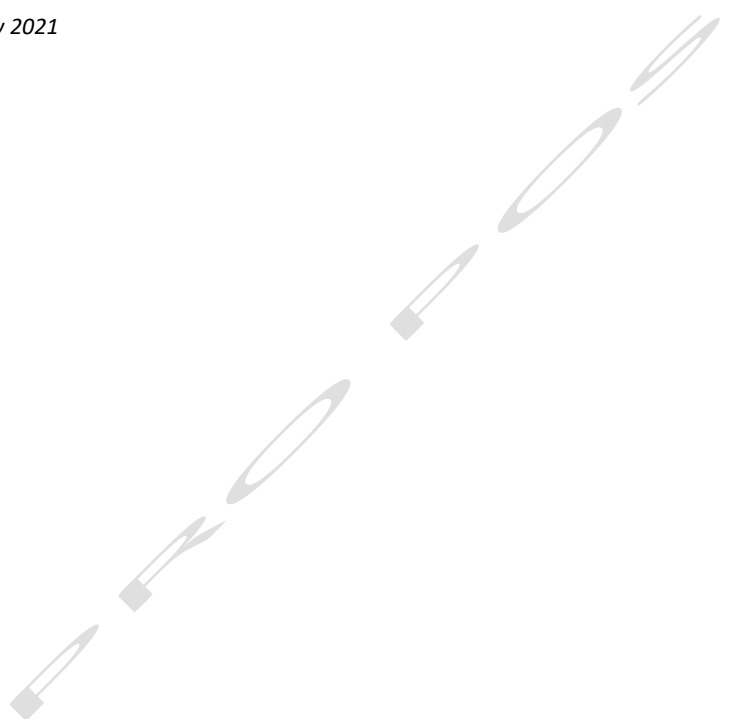
### **Transferring Students**

We appreciate that changing family circumstances will sometimes require that a student transfer to another school during the course of a school year. Fees will be payable for the whole of the term in which the enrolment is terminated, except in cases where the Head Principal determines that fair notice is given or that fair notice was impractical. Fair notice is deemed to be one semester.

### **Bank Routing Information**

Account name: FAIRFIELD INTERNATIONAL ACADEMY, LTD.  
Account#: 55033 59 377  
Bank: SAGICOR BANK  
SIWFST:  
Bank Address: MONTEGO BAY  
Branch: FAIRVIEW  
Account type: USD CHEQUING  
Branch Code:  
SWIFT Code: SAJAJMKN

*Approved February 2021*



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