



## INFORMATION ON FEE STRUCTURE FOR 2016/2017

The approved fee structure for 2016/2017 academic year is detailed below. Fees can be paid annually (August) or paid twice a year in August and January at the beginning of each semester.

Admission Fee		Tuition & Boarding Fee per Semester	Tuition & Boarding Fee per Annum
IGCSE/MYP	IB ( for new students)	Boarding	Boarding
\$	\$	\$	\$
4,750	5,750	7,500	15,000

All educational materials and boarding costs are covered by the payment of tuition and boarding fees. These include text books, stationery, field trips, bed, mattress, pillows, utilities, feeding, etc.

Costs of uniforms and bed linen are charged separately as follows:

Cost of school uniforms per set \$200.00

(4tops/4bottoms & 1set of sports Outfit)

OR

Cost of school uniforms per set \$150.00

(3tops/3bottoms & 1set of sports Outfit)

Additional or replacement uniforms per set \$50.00

Additional or replacement sports outfit \$25.00

Scientific calculator (for IGCSE students) \$30.00

Graphic display calculator (for only IB students) \$150.00

Offering Maths (HL), Math Methods, Physics -

Bed linen- (Bed sheets, pillow case) \$50.00

These charges will be paid separately

### Entrance Examinations

Application form is available online

Application form & Entrance Exam fee Gh ₵200.00

Courier service charge is extra for overseas prospective students.

All fees are payable in cedis, however foreign students and or international organisations paying on behalf of students can pay the cedi equivalent or transfer dollars directly into our dollar account.



## IGCSE EXAMINATION FEES

Fees for International General Certificate of Secondary Education (IGCSE) Examinations are paid by examination candidates at the beginning of Grade 10 and are charged by Cambridge International Examinations (CIE) and TIS pays directly to CIE

Fee per subject	£38.00
Registration for 8 (minimum) subjects	£304.00
Registration for 10 (maximum) subjects	£380.00

The above figures may be reviewed by CIE

## IB FEES PAYABLE TO IB

Subscription and examination fee	\$1,150
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## OTHER FEES

Fees will be charged for other International / Local Tests e.g. ACT, SAT I & II required by universities and other institutions for admission. The Career Guidance Department will notify parents where and when this is required and also about the fees for such examinations.

## GUIDELINES FOR PAYMENT OF FEES

1. TIS accepts payments by Bankers Draft or payment made direct into our account (3) at Barclays Bank of Ghana Ltd, Tema Main Branch. Personal and company cheques are not accepted not, even into the Bank accounts. Advice slips from the bank should be presented to the Accounts Office as evidence of payment to which an official receipt will be issued.
2. The Accounts Office is open one week prior to start of term and all tuition and boarding fees should be paid during that period. The accounts office will issue a receipt as well as an admission chit. The chit should be presented to the House Guardian on duty for admission into the hostels. Parents must endeavour to pay fees before reopening day to avoid undue pressure on the Accounts Office on that particular day.
3. Parents seeking to pay fees by instalments must apply to the Principal by the end of the previous semester and obtain a written agreement on the terms of payment.
4. **A levy of 10% per month will be placed on all outstanding fees that are not paid on their due dates.**
5. All outstanding fees must be paid by the end of Mid-Semester holidays of that Semester or students will not be permitted to return to school.(4)
6. Bills may contain items such as cost of medical care (5), lost books, damage to school property, etc
7. Fees are payable per Semester or annually in advance and must be paid on or before the day of re-opening. Please contact the finance office for detailed guidelines when paying annually. No rebate is allowed for temporary absence of any kind.
8. A Semester's written notice is required on withdrawal. If no such notice is given, a Semester's fees must be paid in lieu thereof.



9. Students, who fail to report to school after two weeks of re-opening without a prior request in writing, automatically forfeit their place.  
Parents who wish places be kept for their children after they return from leave, must notify the Principal before they leave; in these cases, **full fees** will be payable for the period of reservation. If no such reservation has been made the child will be considered as a new entrant and will be admitted when a vacancy occurs.
10. Exception to the preceding rule may be made at the discretion of the Principal, if withdrawal is made necessary by unexpected alteration of leave dates or unforeseen transfer of the parents out of Ghana. In any case written notice must be given as soon as knowledge of such change of plans is known: otherwise the prescribed liability in lieu of notice remains. Where the exception is made, full fees for the current Semester in which the child is withdrawn will however be paid.
11. Admission fees and IB Subscription & Examination fees once paid are **non-refundable**

Signed

Ken Darvall (Dr.)

PRINCIPAL

## NOTES

1. Application form is available from January to March of each academic year for candidates seeking admission for the next academic year. Closing date of applications is 26th April.
2. Entrance Tests will be conducted by the 1st week of May of each year.
3. Account Details: Tema International School, Account Numbers; 1798808 (Cedi) & 1350990 (Dollar) SWIFT CODE: BARCGHAC; SORT CODE: 03-01-64, Tema Main Branch
4. Unless special terms of payment apply.
5. Not included in cost of boarding. Students requiring immediate attention will be sent to a doctor for treatment and cost added to the term bill.
6. A set of 4 uniforms (4 tops/4 bottoms) is recommended so that students only do their washing on a weekly basis. Students have the option of African wear on Fridays.