



AMERICAN OVERSEAS SCHOOL OF ROME

FINANCIAL TERMS & REGULATIONS

1. REGISTRATION AND CAPITAL ASSESSMENT

These fees are due and payable upon receipt of the invoice to guarantee the student(s) place.

2. TUITION FEES

These fees cover all school related expenses such as books, instructional materials and laboratory fees. Each parent/guardian registering a student is responsible for all payments of school fees. All parents/guardians are liable for payments on the due date(s) whether or not companies assume responsibility for all or part of the fees. Furthermore, all parents are liable for all bank charges incurred.

3. PAYMENT DUE DATES

Tuition and related fees for new and returning students are due on the date(s) indicated on the invoice.

Capital Assessment and Registration Fees for New Students are due upon receipt.

4. FOR STUDENTS WHO ENROLL LATE

For new students who enroll after the payment due date(s), fees are due and payable upon receipt of the invoice. Tuition and related fees for students admitted before the mid-semester dates as indicated on the AOSR calendar are due in full for the semester.

5. PAYMENT DUE DATES

A student may not be permitted to attend classes unless fees due have been paid in full. Any exception to this provision must be obtained in writing from the Head of School and/or the Director of Operations. Tuition and related fees are payable in full or by semester or by installments.

6. INSTALLMENT PLAN

The installment plan is subject to a service charge of € 500 and is available at your request. This plan divides the annual tuition and transportation fees into three equal payments due on or before the dates indicated on the invoice. The installment plan does not apply to the Registration and Capital Assessment fees, nor does it apply to IB, AP or After School Activity fees.

7. LATE PAYMENT

All payments must be net of expenses and any bank handling charges are to be borne in full by the remitter. A penalty charge of 1% per month will be added to any outstanding balance after 30 days.

8. EARLY WITHDRAWAL

AOSR will not reimburse any payments for a current semester because of a student's absences, withdrawal, suspension or expulsion. However, Semester II payments will be reimbursed if AOSR is notified of a transfer within the first week of January. Official transcripts and records are released only after all financial obligations have been met.

9. RETURNING STUDENTS

All students returning to AOSR for the following school year will receive their invoice in March. Invoices are payable on or before the due date(s) indicated on such invoice(s). **Due to AOSR's open enrollment policy, we cannot guarantee a returning student's place after the payment deadline and AOSR may assign his/her place to a new student.**

10. FINANCIAL AID

Financial Aid is available and is granted on an individual basis per year and is considered for students whose parents or guardians submit evidence of financial hardship. Application forms may be obtained or downloaded from our website at www.aosr.org (under Admissions). Completed applications with supporting documentation for returning students must be **submitted by April 30th**. Parents are invited to submit their applications no later than this deadline as Financial Aid available is a specific amount for the academic year determined by the Board of Trustees. Financial Aid applications for new students will be presented to the Financial Aid Committee only after the student has been officially accepted and the capital assessment and registration fees have been paid.



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FINANCIAL TERMS & REGULATIONS (cont'd)

11. BUS SERVICE

School bus routes are arranged to provide as convenient a service as possible. AOSR reserves the right to change routes and times during the school year as needed. Partial use of the bus service is not allowed. Please refer to our “Bus Regulations” available on our website at www.aosr.org (under Admissions). Afternoon Bus service is at 3:30 pm. There is a 5:15 pm bus service also available but with a limited number of bus stops, ONLY for students who are regularly signed up for after-school or supervised extra-curricular activities. Please note that we cannot guarantee bus service to all locations, so it is important to first check availability with AOSR’s Bus Coordinator, Mr. Kieran Canter: kcanter@aosr.org

12. LUNCH COSTS

Lunch costs are not included in the Tuition Fees but are complimentary for students in Pre-K through Grade 3. Starting at Grade 4, lunch is *à la carte*. Students lunch accounts are to be paid directly to the caterer, either at the school bar or cafeteria cashier. AOSR does not accept payment on behalf of the caterer. Please visit our website under “*Student Life – Cafeteria Service and Lunch Menus*” for additional information.

13. BILLING

A photocopy of the “*Tessera Sanitaria*” or “*Codice Fiscale*” of the person whose name appears on the invoice must be submitted to the Billing office in compliance with art. 21, Law Decree 31 May 2010 no.78. Parents/guardians must inform AOSR that a specific third party will pay the school fees on their behalf. It is however the responsibility of the parents/guardians to ensure that the third party payments are made according to AOSR’s payment terms. Parents/guardians are liable for any outstanding balances of school fees including charges for late payments.

14. PAYMENTS

Payments may be made in **cash (euros) up to a maximum of € 2.999,99 in single or cumulative payments** in compliance with Law 28 December 2015 no. 208, or check (Euros or U.S. dollars) or wire transfer (Euros or U.S. dollars). Checks are made payable to AMERICAN OVERSEAS SCHOOL OF ROME. For wire transfers it is of the utmost importance to include the Family Code and the student’s last name for whom payment is made. Please send a copy of the bank receipt/wire transfer to the school cashier immediately, either by fax at +39 06 33262608 or a scanned copy by e-mail at: cashier@aosr.org

15. AOSR RESERVES THE RIGHT

AOSR reserves the right to accept or re-enroll a student as per AOSR’s sole judgment.

Signature of parent no.1 / legal guardian

Last Name

First name

Relationship to student(s): Parent Legal Guardian

The signature of the parent(s) and/or legal guardian(s) implies the acceptance of AOSR’s financial terms & regulations (par.1, 2, 3, 4, 5, 6, 7, 8, 9, 11, 13, 14 and 15) outlined above, pursuant to Art. 1341 of the Italian Civil Code.

Signature of parent no.2 / legal guardian

Last Name

First name

Relationship to student(s): Parent Legal Guardian

Date: ____/____/____
 Day Month Year

FAMILY CODE: _____

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