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# Admissions Handbook

## American International School of Lagos

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**2017-2018**



The information in this booklet is provided to assist you in completing the AISL admissions process, to provide information on services available at AISL, and to answer questions that you may have regarding enrollment.

We are pleased that you are considering AISL for your child's education and we look forward to working with you in a close partnership. For further explanation of the admission guidelines, criteria for admissions, admissions procedures or additional assistance see the Admissions section of our school website at [www.aislagos.org](http://www.aislagos.org)

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## **MISSION**

The American International School of Lagos is committed to providing an exemplary American educational experience with an international perspective that leads to global opportunities. We celebrate the diversity of our student body in a safe and caring environment.

## **VISION**

In a world-class educational environment, the American International School of Lagos inspires students to discover their passion for learning, fulfill their potential, and become responsible global citizens.

## **STATEMENT OF PURPOSE**

The primary purpose of the American International School of Lagos is to serve the educational needs of the international community of Lagos. We are a co-educational and no-sectarian institution that welcomes students of all nationalities, races, religions and cultures. We recognize the value of the diversity of the school and the admission policies are designed to maintain an appropriate balance of diversity and preserve our fundamental identity as an American International School.

## **ADMISSIONS PRIORITY**

Our admissions priorities are guided by our founding mission to serve the educational needs of children of Americans and other foreign nationals on temporary assignment in Lagos. Applicants are classified by the following Categories with priority for admission given in that order.

### **Policy 3.000**

The following admissions categories below list the order of priority for applicants. Children of parents employed by the US Embassy/Consulate, AISL Overseas Hire faculty and companies participating in either the Special Assessment or Guaranteed Enrollment plan are given the highest priority. All other admissions are contingent upon available space.

1. Dependents of US State Department and Consular employees, AISL overseas hire faculty and staff, and Special Assessment companies.
2. Dependents of Guaranteed Enrollment Plan companies.
3. Dependents of US citizens who are on expatriate assignment in Nigeria.
4. Dependents of non-US citizens who are on expatriate assignment in Nigeria.
5. Siblings and previously enrolled students.
6. Dependents of US citizens who are permanent residents of Nigeria.
7. Dependents of non-US citizens who are permanent residents of Nigeria.

Dependents of AISL alumni (being defined as someone who attended AISL for at least two full years) will be entitled to be considered for admission at one category higher than their current level to a maximum of category 4.

In order to ensure the international character of our student body, to maintain an appropriate balance and preserve the fundamental identity of the school, we will limit the enrollment of any single nationality group to fewer than 30% (except US Citizens on temporary assignment in Lagos).

All students applying to AISL must meet our entrance requirements irrespective of priority category or guaranteed enrollment status.

AISL does not have special classes, staff or resources to provide educational support for students with moderate to severe learning difficulties; student identified as eligible for special education services, as well as students who have been identified as having Specific Learning Disabilities (SLD), Emotional or Behavioral Disabilities (EBD), Mild/Moderate/Severe Intellectual Disability, Auditory Impairment or Visual Impairment.

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Due to this, AISL reserves the right to deny admission to students who have demonstrable special learning, behavioral and/or emotional needs. It reserves the right to deny admission to students who do not achieve an acceptable score on the admissions test. Potential students who are in this category should contact the school as part of their decision to come to AISL.

AISL may provide student support services for AISL students who meet our entrance criteria, but are not meeting AISL grade level standards. Elementary students who are granted admission, but are identified as needing Academic or English Language support, will be required to follow programs in these areas as defined and provided by the school. Middle/High School students who are granted admission, but are identified as needing English Language support, will be required to follow the programs in this area defined and provided by the school. Families will be charged for these services.

Fees will be determined by AISL administration and are dependent on the level of support provided.

Independent of admissions category, enrolled students who are in good standing have the highest priority for continued enrollment and places will not be eliminated for these students in order to admit new students.

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#### **ADMISSION OF STUDENTS ON WAITING LIST**

**Policy 3.100**

Once classes have been determined to be full, all future applicants are placed on a waiting list according to Policy 3.000. When space in a class becomes available, and students have met the requirements of Policies 3.000 and 3.102, students are placed in the appropriate classroom. The waiting list is maintained in a priority manner as to the date of application and priority listings.

At the time of placing a new applicant student to the waiting list, it is the responsibility of AISL to provide the respective parent/guardian with copies of AISL Policies 3.000 through 3.104 inclusive.

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Once an applicant is within one year of eligibility for entry it is the responsibility of the parent/guardian of students on the waiting list to check with the school at least every 6 months regarding admission of their child to the regular school program. Failure to do this will result in the child's name being dropped from the active list.

#### **APPLICATION REQUIREMENTS**

##### **Application Fee**

A non-refundable application fee of \$701 per student is due upon submission of the application. This may be paid in USD or Naira via bank transfer, POS (point of service) or check. USD checks must be drawn on a U.S. bank.

##### **Forms and Documents**

- A completed Application/Health Form. This includes a copy of immunization records.
- Verification of date of birth. This can be a copy of the birth certificate or a copy of the page in the applicant's passport on which the date of birth is recorded.
- A recent passport photo of the applicant
- Copy of parent's STR Visa and Cerpac for proof of expatriate assignment if applicant is to be considered for enrollment in category 3 and 4

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- Copy of parent's/guardian's U.S. passport for proof of American citizenship if applicant is to be considered for enrollment in category 6

### **Academic Records**

- A minimum of two (2) years of the most recent school records (where the student is old enough to possess them), showing courses taken and results. High School applicants must provide official transcripts of all their semesters completed and all work in progress at the time of application. School reports from non-English speaking schools must be officially translated into English.
- Students in Pre-K - 5th grades need to complete a confidential "School Report".
- Students in 6th - 12th grades will need to have their current administrator/counselor, math, and English teacher fill out the confidential forms.
- Standardized achievement tests and/or psychological - educational evaluations must be submitted. Failure to disclose these records at the time of application may result in inappropriate grade placement, academic difficulties and ultimately in a request to withdraw from AISL.

## **THE APPLICATION PROCESS**

### **Application Review**

The Admissions Director will review the application and contact you if any further information is required. After a review of the application, if there is an opening in the appropriate grade level you will be notified.

### **Student Assessment**

An applicant may be called in for an entrance assessment when a vacancy occurs at the appropriate grade level as determined by the student age/grade level guidelines. The entrance assessment may include: assessment in the basic skills, vocabulary, reading comprehension, spelling, mathematics and written expression. Students are expected to score at or above grade level in the above areas in order to be granted admission.

### **Student Waiting List**

If an application meets admission requirements, but the applicant is applying for enrollment in a grade that is full, then that applicant will be placed on the student waiting list. Because of AISL's Admission Policy, an applicant's position on the student wait list may change if there are subsequent applications from families from other categories. If a place becomes available, parents are notified and receive an offer of placement.

### **Admission Timeline**

The AISL school year starts in August and ends in June. Applicants for admission to AISL are strongly encouraged to apply as early as possible, as the school may be at capacity in certain grade levels.

An application for admission will not be processed until the Director of Admissions has received all the necessary documents, as outlined in the "Application Requirements" section. While school is in session, the expected processing time is three to five working days.

### **Offer of Placement**

If an opening occurs and your child meets all Admission criteria, you will be contacted by the Admission's Director by email.

### **Deny Placement**

An applicant may be denied admission when there are concerns about academic, social or emotional stability and when AISL is unable to offer a program to meet adequately an individual student's learning needs.



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## Key Information When Applying to AISL

- When you transfer to AISL, remember to carry school records with you and do not put them in your shipment. You should be prepared to provide complete information about your child's previous educational experience. School records and reports are essential in the enrollment process and applicants need to be aware that failure to provide these documents will delay the process of application and enrollment.
- Applicants must provide records from their two most recent school years. If no school records are available for the Pre-Kindergarten or Kindergarten students, please request that the previous school supply a letter indicating the year(s) the student attend and the student's progress.
- If records are in a language other than English, please have the records translated into English and include the certified translation with the official school record.
- In addition to school records, a confidential school report must accompany an application for Pre-K to Grade 5. Middle and High school students need to have the confidential school report for grades 6 to 12 completed by the school counselor, Math and English teacher.
- For High School applicants, unofficial transcripts may be submitted initially, however we do require official transcripts from the previous school attended for the purpose of transferring credits.

## GRADE LEVEL PLACEMENT DECISIONS

### From a U.S. Based System

Students who enter from schools with a primarily U.S. based curriculum are placed with their age group, provided they have successfully completed the appropriate number of years in school. The U.S. system of education usually calls for one year of Kindergarten at age 5 for a total of 13 years of school. University entrance is normally at age 18. Students who enter from U.S. curriculum schools or from other international schools with the same calendar will be placed on the basis of past school records, number of years in school and age.

### From a British Based System

Students who have attended reception and are about to begin Year 1 in a British system, and are 5 years old by August 31 of current year will be placed in Kindergarten at AISL. Year 2 students who are 6 years old by August 31 of current year will be placed in Grade 1 at AISL. Thereafter applicants will be placed according to age and the number of years that the school records indicate the student has been in school. If you have questions or need clarification, look at the "School System Comparison Chart".

### From Schools with Different Calendars

In most cases, students coming from schools where the academic year does not correspond with AISL's August - June calendar (e.g. South Africa, Australia, South Korea) will continue in the same grade level when they enter AISL (e.g. a child who has completed grade 4 in Australia and arrives midway through our school year will complete the rest of the year in 4th grade before moving onto 5th grade).

## AISL MINIMUM AGE REQUIREMENT FOR GRADE LEVEL ENTRY

In order to enter the designated grade level, the child's birthday must fall on or before the date indicated below:

Grade Level	Age	Birthdate (on or before)
Pre - School	3	August 31, 2014
Pre - Kindergarten	4	August 31, 2013
Kindergarten	5	August 31, 2012

Grade 1	6	August 31, 2011
Grade 2	7	August 31, 2010
Grade 3	8	August 31, 2009
Grade 4	9	August 31, 2008
Grade 5	10	August 31, 2007
Grade 6	11	August 31, 2006
Grade 7	12	August 31, 2005
Grade 8	13	August 31, 2004
Grade 9	14	August 31, 2003
Grade 10	15	September 1, 2001
Grade 11	16	September 1, 2000
Grade 12	17	September 1, 1999

### For Early Childhood

Your child must:

- Must be toilet-trained
- Have reached a sufficient level of independence to separate from parents/caregivers.
- Have sufficient skills to interact appropriately with same age children.
- Be able to listen and follow directions with guidance.

### For Grades 1–12

The final decision for grade level placement is based on the student’s date of birth and last grade completed.

### STUDENT PLACEMENT

[Policy 3.102](#)

Grade placement is based upon age, education needs, and social/emotional maturity. In general, students should be no more than one year older or younger than the average for their grade and must have every opportunity to successfully satisfy AISL graduation requirements before their 20th birthday.

Students coming from accredited US schools or other American accredited curriculum schools will generally be accepted based upon official records from the previous school which show they have been succeeding at or above the average of their classmates. Students whose records give insufficient information or show areas of specific concern may be required to sit for further admissions screening prior to an admission’s decision being made. Additional screening tests will only take place once all previous required documentation has been received and reviewed. AISL reserves the right to assess all applicants.

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### ADMISSION TO NON-NATIVE SPEAKERS OF ENGLISH

[Regulation 3.102](#)

Non-native speakers of English who are not fluent in English may be admitted if space is available in the ELL (English Language Learners) program. In the secondary school, admission to the ELL program is dependent upon the applicant’s ability to achieve a sufficient score on the English language placement examination that will give him/her every chance of successfully completing the ELL program by the end of Grade 10. It must be understood that to matriculate to grade 11, an ELL student must read and write at a 10th grade level, based on standardized testing under- taken at AISL.

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Students in grades 3 through 10 qualified for ELL Program are to receive report cards according to the following criteria:

- At the end of the first grading period at AISL, students will receive a P (pass) or F (fail) grade in the core subjects. For the Electives that do not require a grade level proficiency in English, students will receive a letter grade.
- At the end of the second grading period, the teacher will determine whether a P or F, or letter grade is given. Any accommodator or modification on curriculum or instruction will be noted on the report card.
- At the end of the third grading period a letter grade may be given – unless the Child Study Team advises on the continuation of the Pass or Fail Grading System beyond this third grading period.

### **STUDENT SUPPORT PROGRAM**

The AISL Elementary Student Support Program provides assistance to students who are not meeting AISL standards. The goal of the program is to help qualifying students to meet classroom expectations independently. The K-2 program concentrates on Reading intervention while the grades 3-5 program provides generalized academic support.

The K-2 program provides supplemental direct instruction in the areas of Phonological Awareness, Letter Recognition, Reversals, Phonics, Decoding, Word Recognition, Accuracy, and Fluency in a group or one-on-one setting.

The Grade 3-5 Academic support program is offered to students who require generalized academic intervention as they are not achieving classroom expectations in one or more subject areas. Students referred to this program will be further assessed to determine specific areas of weakness.

All students are expected to meet AISL curriculum standards. The student support program will assist classroom teachers with differentiating instruction and when requested, assistance may be provided to modify instructional methods, environmental conditions, and testing administration. The student support program does not modify the curriculum content.

In some cases, students recommended may be receiving services as an alternative to a specialist subject.

### **Admission to students who have completed a grade level using a different Academic Calendar**

Students who have successfully completed a grade level at a school that uses a January – December academic calendar year will generally be placed in the grade they have just completed if they are being admitted during Semester 2.

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### **GRADE SPECIFIC ADMISSIONS REQUIREMENTS**

#### **Admission to Pre-School**

Admission to the Pre-School is determined by age and through assessment of the applicant's readiness to benefit from the AISL Pre-School program. To meet the age requirement, applicants must be three years old on or before August 31st for the school year they wish to enroll.

**Policy 3.103**

#### **Admission to Pre-Kindergarten**

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Admission to the Pre-Kindergarten is determined by age and through assessment of the applicant's readiness to benefit from the AISL Pre-Kindergarten program. To meet the age requirement, applicants must be four years old on or before August 31st for the school year they wish to enroll.

### **Admission to Kindergarten**

Admission to Kindergarten is determined by the age and through assessment of the applicant's readiness to benefit from the AISL Kindergarten program. To meet the age requirement, applicants must be five years old on or before August 31st of the year they wish to enroll.

### **Admission to Grade 1**

Admission to first grade is determined by age, readiness and AISL assessment. To meet the age requirement, applicants must be six years old on or before August 31st of the school year they wish to enroll and/or successfully completed the AISL kindergarten program or its equivalent, as determined by AISL.

### **Admission to Grades 2 - 5**

Admission to the Elementary School in grades 2 – 5 is generally based on previous school records and AISL assessment results. Students who have attended a school with an American or similar curriculum will be placed in the grade following the highest grade successfully completed. AISL reserves the right to place students in the appropriate grade based on previous school records, assessment results, and age appropriateness.

### **Admission to Grades 6 - 8**

Admission to Middle School in grades 6 - 8 is based on previous school records and AISL assessment results. Students who have attended a school with an American or similar curriculum will generally be placed in the grade following the highest grade successfully completed. Diagnostic tests in some subject areas such as Math, French and Spanish may be given to determine placement in appropriate class levels.

### **Admission to Grades 9 - 12**

High School students in grades 9 -12 wishing to be considered for admission to AISL must be in a position to successfully complete a college preparatory academic program in order to earn the AISL diploma. For entry into the IB Diploma Program in Grade 11, students must demonstrate appropriate proficiency in writing, reading and mathematics. A student must be able to achieve all academic and non-academic requirements before their 20th birthday.

High school students will be placed in a particular grade based on the number of credits earned toward graduation.

### **Number of High School Credits and Class Placement**

The high school counselor will determine credit allocation, appropriate grade, and class placement through a careful review of school records for students coming from schools that use grading and evaluation systems that differ from those used at AISL.

Below 7	(Including 1 in English and Math)	9th Grade (Freshman)
7 to 13.5	(Including 2 in English and Math)	10th Grade (Sophomore)
14 to 19	(Including 3 in English and Math)	11th Grade (Junior)
20+ credits	(Including 4 in English and Math)	12th Grade (Senior)



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**Note:** Students must earn a total of twenty-six (26) credits and complete 75 community service hours. In the case of IB students, successful completion of the Creativity, Activity and Service (CAS) is also required in addition to the 26 credits and 75 hours

### **Deadline for High School Enrollment Credit**

Students in grades 9-12 who enroll at AISL after the 12th day of the semester will not receive credit, unless the student is transferring into AISL from an accredited high school. Students must provide current semester withdrawal information with current grades prior to admission review.

REVISED APRIL 26, 2016

## **AISL SUPPORT SERVICES**

### **(Learning, Counseling and English Language Learning)**

AISL is a private, secular American school in Lagos, Nigeria. It seeks to accommodate students of differing abilities and interests and who can succeed in a mainstream classroom in the context of a college preparatory program. All students must demonstrate average to above average grades for admission and the goal of AISL Support Services is to help qualifying students meet classroom expectations independently, without detracting from the education of other students.

### **AISL has a range of support services for students including:**

1. Learning support opportunities for students with mild learning disabilities.
2. Counseling for all students
3. English Language Learning for students who require support in speaking, listening, reading and writing in English up to and including Grade 10.

It must be noted, however, that at present, the layout of the current AISL campus prevents accommodation of some students requiring physical assistance.

## **1. LEARNING SUPPORT**

### **Key Understandings**

- AISL provides learning support services for children with mild learning challenges.
- Learning support services are not intended to provide alternate course of study nor modification of curriculum.
- AISL recognizes that some of its students have specific learning challenges, language differences, and/or behavioral issues that require support. The provision of student support services is consistent with the school wide adopted standards-based curriculum.
- Learning support services will be provided within the limits and capacity of the schools existing resources, facilities and personnel.
- A student may be identified with more intensive learning needs after admission.
- At the end of the current school year, any student whose needs exceed the regular support services provided at AISL (LSS Levels 0, 1 or 2) may have their enrollment discontinued.
- In all cases, the principal has the authority to deny admission or discontinue enrollment.

### **Learning Support Levels**

- Level 0: A student's need can be met in the regular classroom with no pullout intervention. The student support teacher may come into the classroom to assist with accommodations to instruction, assignments and/or assessments.

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- Level 1: A student requires less than 45 minutes per day of targeted small group instruction in the Learning Support Services room. Accommodations may be made to instruction, assignments and/or assessments.
  - Level 2: Students requires 45 - 90 minutes per day of targeted small group instruction, or any one-on-one instruction, in the Learning Support Service room. Accommodations may be made to instruction, assignments and/or assessments.
  - Level 3: Student requires a modified curriculum, specifically designed instruction , extensive time, additional staffing or accommodations to building facilities due to learning, social, emotional, behavioral or physical challenges. AISL does not have the facilities or resources to meet the needs of these students at any grade level.

### **Learning Support Services at AISL : Elementary School**

- AISL can accommodate and provide support to students whose needs can be classified as Level 0, 1, or 2.
- At this time, AISL ES cannot accommodate nor accept students whose needs can be classified as level 3.
- AISL offers a continuum of services for students with academic needs that includes assisting students with mild to moderate learning difficulties and poor study skills.
- Students may be supported in the regular classroom, or come to the Learning Support Service room where they may receive one to one instruction or work in small groups.
- Interventions may include access to a learning teacher support teacher, counseling services, and any accommodations to assignments and assessments that are consistent with the school's mission. Such accommodations must be appropriate to age and grade level expectations and does not modify curricular content.

### **Learning Support Services at AISL : Middle School**

- AISL can accommodate and provide support to students whose needs can be classified as level 0 and level 1 only.
- At this time, AISL MS cannot accommodate students nor accept students whose needs can be classified as level 2 or 3.
- AISL offers limited services for students with academic support needs that include assisting students with mild to moderate learning difficulties and poor study skills.
- Students may be supported in the regular classroom, or come to the Learning Support Service room for less than 45 minutes per day where they may receive one to one instruction or work in small groups.
- Interventions may include counseling services, and any accommodations to assignments and assessments that are consistent with the recommendations in documented assessments and the school's mission. Such accommodations must be appropriate to age and grade level expectations and may not modify curricular content.

### **Learning Support Services at AISL : High School**

- AISL can accommodate and provide support to students whose needs can be classified as level 0 only.
- AISL HS cannot accommodate nor accept students whose needs can be classified as level 1, 2, or 3.
- Interventions may include counseling services, and any documented assessments and the school's mission. Such accommodations must be appropriate to age and grade level expectations and may not modify curricular content.

## **2. COUNSELING**

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### **Key Understandings**

AISL provides all students equitable access to counseling services that focus on academic success, personal and social development and career and college guidance. Delivery of these services may be provided through individual and group activities as well as through classroom and assembly participation.

- At AISL we endeavor to support the students by:
- Planning suitable academic program for students.
- Providing short-term personal counseling.
- Assisting with strategies to address academic challenges.
- Assisting with adjustment issues.
- Exploring career interests and possibilities.
- Advising for college admission testing in the HS.
- Developing an admission portfolio for HS students that may include: resume, essay, recommendations and guiding seniors through the university admissions and selection process.
- At AISL we will endeavor to support parents by:
- Consulting on issues affecting their child's academic, social, or emotional growth.
- Presenting workshops on topics of interest to students and parents of high school students
- At AISL we will endeavor to support school-wide instruction by:
- Coordinating with teachers to enhance academic success for individual students.
- Consulting with teachers and parents concerning the social/emotional growth of students.
- Referring to mental health service providers where appropriate and available.
  - Liaising with college admissions officers.

### **3. ENGLISH LANGUAGE LEARNING**

#### **Key Understandings**

- AISL accepts students with little to no prior education in the English language and provides them with support for English and second language classes within their daily schedule. The level of support will be decided from a proficiency test taken as part of the admission process.
- AISL has an ELL program for students who require support in speaking, listening, reading, and writing in English.
- The AISL ELL program provides English language learners with an enriched, language-immersion education in which English is the primary language of instruction. Our school-wide instruction and assessment is designed to facilitate our students' learning to meet and exceed our academic standards.
- At AISL English language learning is taught as a subject and through subject matter consistent with mainstream teachers, thereby developing both the skills and abilities to use English for social, intercultural and instructional purposes. A grade appropriate level of English proficiency by the end of the tenth grade that allows them to participate in a rigorous college preparatory program in the mainstream classroom as required by AISL Board Policy (3.102)

#### **ELL Levels**

- Level 0: If the student is at or above grade level, he/she can be exited completely from the ELL program and is integrated into the general academic program with continued monitoring until independent.
- Level 1: If the student has an intermediate level of English (at least Grade 5 grade equivalency) and is testing at grade equivalency or <1yr below grade equivalency the ELL Exit Checklist will be given to core teachers by the ELL teacher. Students can only exit the program if the Social Science, Science and Math teachers agree that the student should be exited. The checklist helps to formalize the exit process and will help core teachers to focus on 'ELL-related' criteria.

Students who are ready to exit the ELL program will have most checks in the ‘Frequently’ and ‘Consistently’ columns. However, if the student’s writing is evaluated as being mostly in the ‘Sometime’ column - that student should probably not be exited. The checklists are not meant as a tool to pressure teachers to agree with an ELL teacher’s decision. The goal of the ELL program at AISL is for students to acquire enough English language skills to function independently in mainstream classes. Therefore, core teachers are the best judges of whether the student is ready or not.

If the student is not at grade level but is performing and succeeding in Social Sciences, Science and Math without difficulties, he/she may be placed into the regular English class and continue with one course of ELL during their Second Language time.

- Level 2: If the student has a beginner level of English and is testing >1yr below Grade equivalency, he/she requires two ELL courses of study.

**SCHOOL FEES**

Annual school fees consist of tuition, capital fee and a one-time registration fee. Students meeting admission criteria will be invoiced immediately upon acceptance.

Application Fee	\$701
Registration Fee (one time only, payable upon admission)	\$13,998
Capital Improvement Fee (annual)	\$3,182
Preschool & Pre-Kindergarten Program	\$17,638
Kindergarten - 4th Grade (Elementary School)/5th Grade (Middle School)	\$21,022
6th - 8th Grade (Middle School)	\$27,232
9th - 12th Grade (High School)	\$31,228
English Language Learners (ELL)	\$6,719
Special Assessment Fee (International Oil Companies and U.S. Consulate only)	\$10,181

**STUDENT FEES**

The Board makes every effort to avoid tuition and/or fee increases or, if an increase is necessary, to keep the increase to a minimum. However, the Board reserves the right to raise the tuition and/or fee levels on an annual basis as program considerations and financial conditions require.

In addition to tuition, the school assesses the following fees:

- Application Fee (payable upon submission of application)
- Registration Fee (one-time fee applicable to new students)
- Special Assessment Fee (applicable only to Companies who have agreed to pay this fee for their sponsored students)

Tuition and fees are set by the Board at the conclusion of the budget process (per Policy 10.105 & 10.106). The rates for the coming school year are communicated to the community after the School’s Annual General Meeting in May.

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Tuition and fees are denominated in US dollars but may be paid in US Dollars or Naira.

## **TUITION**

There are different tuition rates depending on the grade the child is enrolled. The rate structure is:

- Preschool to Pre-Kindergarten
- Kindergarten to 5th Grade
- 6th grade to 8th grade
- 9th grade to 12th grade

## **TUITION PAYMENT TERMS AND DEADLINE**

1. The following forms of tuition payments are acceptable:
  - a. Checks in US dollars or Nigerian Naira. US Dollar checks must be drawn from a US bank.
  - b. Point of Service "POS" payments at the Business Office (subject to a 0.0075% surcharge - max of N1,200)
  - c. Wire transfer (payer responsible for all transfer fees)
  - d. Payment in Naira is (Exchange rate set by the School and provided at the time of payment)
2. For all returning students, (those who have indicated on the Survey of Intent that they are returning), tuition and fee invoices are prepared by the Business Office and sent to the designated responsible party in May. Payment due within 30 days of issue.
3. For pre-enrolled new students, tuition and fee invoices are prepared and issued by the Business Office upon notification by the Admissions Office of the students' acceptance and sent to the designated responsible party. Payment due within 30 days of issue.
4. All enrolled students are billed for the full year's tuition..
5. For those students whose tuition is paid by their parents' employer/company, the full payment (100% of the tuition and other relevant fees) is payable by the due date.
6. For those students whose tuition is paid by their parents ("private-pay"), as indicated on the enrollment form, tuition may be paid in up to two installments. Private-pay installments beyond two payments are subject to approval by the Business Office. The School reserves the right to charge a 5% finance charge on installments.
  - a. The payment deadline for the 1<sup>st</sup> tuition installment (**plus** full payment of other relevant fees) is due within 30 days of invoice issue (as outlined above in paragraph 2). Subsequent installment will be due no later than December 1<sup>st</sup> or the next working day, if a due date falls on a public holiday or weekend.
  - b. Private-pay parents electing to pay in installments are required to complete and submit an agreement to the Business Office before the 1st installment is due. The Business Office will send a reminder prior to the subsequent due date; however, it is the parent's responsibility to make installment payments on time.
7. For any student enrolling after the beginning of the first semester, tuition will be billed for the semesters the student will attend in that school year (either in full or for the initial semester). All other relevant fees will be billed in full.

## **LATE PAYMENT**

Failure to pay tuition billed by the due date may result in the assessment of a late penalty fee determined by the Board. This fee will be assessed retroactively for any returned checks.

The School reserves the right to offer this place to another prospective student one week before the start of the semester.



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This is a non-refundable fee that must accompany the Application for Admission for each prospective new student. This is a non-recurring fee. However, if a former student re-enrolls in the school, a new application is required and the fee will be charged again unless the re-enrollment occurs within the same school year.

**REGISTRATION FEE**

**Policy 10.405**

This is a non-refundable fee that is charged in the first year that the student is enrolled in the School. Full payment is due with the first tuition payment. This fee is charged per student, not per family. This is a non-recurring fee.

ADOPTED May 23, 2006

**SPECIAL ASSESSMENT FEE**

The School assesses this fee to certain Companies who sponsor large numbers of students in the school. The fee is assessed annually for each student enrolled. The full fee is charged for students who enroll at any time during the school year. The fee is non refundable.

By accepting this fee payment, the School guarantees a place in the school at any time during the school year to students who have met the admission requirements from these sponsoring companies.

**SPECIAL FEES**

In addition to regular tuition fees, application fees, and registration fees charged to each student as described in Policy 10.400. Student Fees, special fees may be charged for certain programs and activities. These fees may include but are not limited to:

- Band equipment rental
- Library fines
- Individual and class photographs
- After-school Activities
- Field Trips
- International Trips

Fees will be set by the appropriate faculty and/or administrator and approved by the Superintendent.

Fees collected may be used to directly offset the cost of the activity (i.e. payments to after-school activity instructors, field trips), or may be directed to the Annual Operating Budget, as appropriate.

**School Hours**

<b>Grade Level</b>	<b>Time</b>
Pre - School & Pre - Kindergarten	9:30am - 2:30pm
Kindergarten - Grade 4	7:30am - 2:30pm
Middle School	7:30am – 3:00pm
High School	7:30am – 3:00pm

**Vehicle Permits**

A vehicle sticker will be issued to allow access to campus car park . Parents must pick up their permits in person at the school. Please note that a vehicle sticker will not be issued until a student has been accepted for enrollment.

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## Parents, Drivers, and Nannies Identification

All visitors to AISL must present an ID to our security personnel at the front gate in order to gain entry to our campus. AISL parents will have an ID card that is issued by the school after a student is enrolled.

Parents need to complete an ID application form for themselves, drivers and nannies and have their photos taken in the main office.

## Photo ID

Please see the elementary secretary. She will assist you in creating your ID badge.

## PowerSchool and Finals Site

New parents and students will need to have access to Finals Site and PowerSchool. Finals Site is a learning management system, which provides a platform for communication that both parents and students can benefit from. Among other important information, Finals Site contains course outlines and in Elementary School, semester progress reports. In Middle and Secondary School, attendance and grades are found on PowerSchool.

Finals Site and PowerSchool accounts will be created and activated on the first day of school attendance. New high school and middle school students will learn how to access these accounts in their Advisory classes. Elementary students learn to access these accounts at different times during the year depending upon their grade. New parents will receive information and assistance accessing these accounts soon after their child begins attending AISL.

## AISL Elementary School Uniform Expectations

All clothing items need to be free of visible emblems and brand marking.

**Note:** Students in Kindergarten to Grade 4 have PE 3 days per week.

Students in Preschool and Prekindergarten have PE 2 days per week.

<b>Appropriate Shirts/Tops</b> <ul style="list-style-type: none"><li>• Colors - Navy blue, White, Red</li><li>• Long or short sleeved</li><li>• Polo tops</li><li>• Oxford button down</li><li>• Spirit t-shirt Fridays and designated spirit days only</li></ul>	<b>Appropriate Sweatshirts and Sweaters</b> <ul style="list-style-type: none"><li>• Solid Colors – Navy blue, Red and White</li><li>• Zipper, buttons or pullover</li><li>• No graphics, printing, pictures or logos but AISL sweatshirt with the AISL logo is permitted</li></ul>
<b>Appropriate Pants/Bottoms - Boys</b> <ul style="list-style-type: none"><li>• Colors – Navy blue, Khaki</li><li>• Walking length shorts</li><li>• Pleated or non-pleated chino style pants (no cargo pockets)</li></ul>	<b>Appropriate Belts</b> <ul style="list-style-type: none"><li>• <b>Colors</b> – Red, Navy blue, White Khaki, Brown or Black leather (solid color)</li></ul>
<b>Appropriate Pants/Bottoms - Girls</b> <ul style="list-style-type: none"><li>• Colors – Navy blue and khaki</li><li>• Walking length shorts</li><li>• Pleated or non-pleated chino style pants (no cargo pockets)</li><li>• Capri pants</li><li>• Pleated or non-pleated skirts or shorts</li></ul>	<b>Approved Shoes and Socks</b> <ul style="list-style-type: none"><li>• Tennis/athletic shoes</li><li>• Sandals with back; no flip flops/sandals, “Crocs” without backs</li><li>• Dress shoes</li><li>• White, black, or navy blue socks preferred. Crew sock length or below are acceptable</li></ul>
<b>Physical Education (PE) Uniform</b> <ul style="list-style-type: none"><li>• Solid black or navy colored shorts</li><li>• White T-shirt</li><li>• Athletic shoes and running or crew length socks</li></ul>	<b>Miscellaneous</b> <ul style="list-style-type: none"><li>• Hats are required for PE and recess, but not to be worn in classrooms</li><li>• Natural hair colors only (no green, blue, pink, etc.)</li></ul>

### Swimming - Boys

- Swimming trunks
- Must bring a clean towel daily during swimming units

### Swimming - Girls

- One piece swimming suit
- Must bring a clean towel daily during swimming units

## Where You Can Find these Items in Lagos:

### The School Kit Shop

Website: [www.schoolkitsng.com](http://www.schoolkitsng.com)

Email: [info@schoolkitsng.com](mailto:info@schoolkitsng.com)

- Lekki Phase 1: 64B, Fola Osibo Street, Lekki Phase 1, Lagos  
Tel: 08077162755
- Ikeja: Shop 9, Adebola Shopping Mall, Isaac John Street, Ikeja GRA, Lagos  
Tel: 08077162412
- Ikota – Ajah: F168/189, Road 6, Ikota Shopping Complex, Ikota, Ajah, Lagos  
Tel: 08090249438
- Head Office: 8B, Residence Road, Gbagada Phase 2, Lagos

### United Uniforms

Website: [www.uniteduniformsltd.com](http://www.uniteduniformsltd.com)

Online sales: [www.konga.com/united-uniforms](http://www.konga.com/united-uniforms)

Tel: 01 - 454 5240 / 08032615117 / 08056695555,

Email: [UnitedUniforms@live.co.uk](mailto:UnitedUniforms@live.co.uk)

## Middle and High School Uniform Expectations

The intent of the AISL MA and HS uniform expectations are to ensure that all the students are “conservatively” attired in a manner befitting the AISL private school setting. Upon arrival, throughout the day and when departing, students are to be suitably attired in the required uniform items outlined below with the optional uniform items a matter of choice. All clothing items need to be free of brand markings.

### Appropriate Shirts/Top

- Colors - Navy blue, white, red
- Shirts may be a “Polo” top or Oxford style
- Shirts must not be baggy nor tight
- Shirts may have long or short sleeves
- Undershirts, if worn, may not be larger than the main shirt nor may they be a different color from the AISL colors white and navy blue]

### Approved Shoes and Socks

- Matching runners, sandals with backs, dress shoes
- For health and safety reasons flip-flops are not appropriate school attire.
- Matching black, navy, or white socks only

### Appropriate Pants, Walking Shorts, and Skirts

- Colors – Navy blue or khaki chino pants only; khaki or navy blue skirts. Khaki may be within the range of colors indicated here (dark khaki to light khaki).
- Long blue pants are permitted for high school but must **NOT** be denim material. They must be chinos and cannot be tight fitting. Navy blue chino short pants are also acceptable.
- Must fit at the waist with no low-rise cuts.
- Cargo style bottoms may not be worn
- Pants must not be baggy or tight fitting.
- Boys and Girls: Long pants or knee length walking-length shorts no more than 2 inches above the knee.
- Girls: Skirts (A-Line) and skorts must fit at the waist and be no more than 2 inches above the knee.

<p><b>Approved Belts</b></p> <ul style="list-style-type: none"> <li>• Colors: Solid color brown or black leather belts.</li> <li>• No belts with studs, large buckles, sparkles, or holes all the way</li> </ul>	<ul style="list-style-type: none"> <li>• No stretchy or clingy fabrics. No leggings or any other tight or figure hugging trousers will be allowed.</li> </ul> <p>The criteria to determine whether trousers are to big will be the “pencil test” which is defined thus: If a pencil can be dropped without interruption from the waistband, down the leg of the trouser to the floor, then it is possible for the trousers to be worn so long as they meet all other criteria.</p>
<p><b>Miscellaneous</b></p> <ul style="list-style-type: none"> <li>• No chains hanging from wallets or belt loops.</li> <li>• Sunglasses may not be worn in classrooms.</li> <li>• No bandanas. Appropriate hats may be worn while students are outside the classroom.</li> <li>• No T-shirts except during PE class.</li> <li>• Appropriate sweatshirts/sweaters/sweater vests. Colors: solid colored navy blue, khaki or white only. Zipper and pullovers are acceptable however hoods may not be worn (though they may be part of the pullover). No graphics, printing, pictures or logos. Students must be wearing a standard collared shirt/top under sweatshirts and sweaters.</li> </ul>	<p><b>PE</b></p> <ul style="list-style-type: none"> <li>• Black or navy knee length shorts, white T-shirt, round neck</li> <li>• P.E. uniforms must only be worn during P.E. class, not during other classes</li> </ul> <p><b>Swimming</b></p> <ul style="list-style-type: none"> <li>• Must bring a clean towel daily.</li> <li>• Girls - one-piece black, navy or cobalt swimming suit with a navy or black swimming cap.</li> <li>• Boys – solid navy blue or black swimming trunks.</li> </ul>
<p><b>Hair</b></p> <ul style="list-style-type: none"> <li>• Students should maintain neat and well-groomed hair at all times.</li> <li>• Students are expected to keep hair alterations to natural colors.</li> </ul>	<p><b>Spirit and Free Dress Days</b></p> <ul style="list-style-type: none"> <li>• On designated days, students may choose to wear spirit dress consisting of approved AISL spirit dress consisting of approved AISL spirit T-shirts, or collared house polos.</li> <li>• Uniform pants, shorts and skirts <b>are</b> required on Spirit Days</li> <li>• On Free Dress Days students may wear jeans that do not have holes, rips, writing, sparkles, graphics or metal studs. Tank tops, spaghetti straps, high cut shorts and dresses, jeggins or slogans on clothing that can be deemed offensive or inappropriate to the school setting do not meet the intent of the AISL uniform expectations and must not be worn.</li> </ul>
<p><b>Band (Band students only Concert attire)</b></p> <ul style="list-style-type: none"> <li>• Black slacks/long skirt, white shirt/blouse. No logo on any of the items</li> </ul>	

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- Ikota – Ajah: F168/189, Road 6, Ikota Shopping Complex, Ikota, Ajah, Lagos  
Tel: 08090249438
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Email: [UnitedUniforms@live.co.uk](mailto:UnitedUniforms@live.co.uk)