



Fee Policies

Fees for 2025-26 Session

- Tuition Fee (BDT) payable each quarter:

Class Level	Quarterly Fees
Toddler Half Day	142,500
Toddler Full Day	180,000
Pre-School Half Day	148,500
Pre-School Full Day	186,000
Pre-K – K	190,200
Class I - II	192,300
Class III – V	233,100
Class VI - VIII	239,700

- Admission Processing Fee: Tk. 5,000
- Admission Fee: (one-time payment at the time of admission): Tk. 400,000
- Security Deposit: Tk. 80,000
- Late Fee: Tk. 2,500 (applicable if dues not cleared by given due date in first month of each quarter)
- Additional Late Fee: Tk. 1,000 per month (if dues not cleared in second and third month of each quarter)

** Please note that these fees do not reflect VAT. If VAT becomes applicable on tuition fees, we will inform parents and revise this information.*

*** The fees quoted above are subject to revision each year, including inflationary adjustments.*

Description of Fees

The school tuition fee covers the cost of:

- all classroom stationery and learning resources
- books, textbooks and learning materials used in class
- most events, functions, field trips and Elementary after school clubs

Additional fees may be charged for the following:

- Library fines for lost or damaged items
- Damage to school property
- After-school programs (which are optional)
- Cafeteria service**
- Additional support services (which are approved by parents)
- School uniforms**
- IT-related charges, such as the purchasing of laptops or tablets**
- Bus service**
- Examination, Certification or Diploma fees**
- Overnight trips (including trips out of Dhaka or abroad), or some optional special events**
- University application and mailing fees**

***Applicable for elementary, middle or high school students.*

**** In addition, parents of students in the Early Years program will be requested to supply personal hygiene products, diapers and other similar items for the comfort of their children.*

The **Admission Processing Fee** is due after the submission of the online admission form for all class levels. This is a non-refundable fee and is due for each admission form that is submitted. The admission form will not be processed until the admission processing fee has been cleared. This fee should be paid in cash or cheque at the school campus during office hours. In the case of payment by cheque, processing of the admission form will commence after the cheque has cleared.

The **Admission Fee** will be due when a student has been selected for enrolment in the school. This is a one-time, non-refundable fee. After receiving the decision from the Admissions Office, parents are requested to pay the admission fee as part of the enrolment process. The enrolment process will not be completed until the admission fee is paid.

The **Security Deposit** is non-interest bearing and is refundable upon the student leaving the school by completing a School Leaving Form (SLF) at least 45 days before the date of withdrawal, and after deduction for outstanding non-returned books or other dues. There is no VAT applicable on the Security Deposit as it is not a useable charge. The Security Deposit will be forfeited if the SLF is not submitted on time, or if the student's name is excluded from the enrolment list due to non-payment of fees, or if the student is asked to leave by the school for any reason after the academic session has commenced.

Late Fees are applicable for students whose fees are not paid by the due date (or if cheques do not clear by the due date) for each quarter, and the late fees will be added to the dues for the quarter. Any portion of a month will be billed as an entire month. Please note that students whose due fees are not paid by the end of the quarter may not be allowed to continue classes. There are two types of late fees:

- Late Fee of Tk. 2,500 will be charged if payment is not cleared by the due date of each quarter. It will be applicable from the 6th of the first month of each quarter.
- Additional Late Fee of Tk. 1,000 will be charged if the payment is not cleared by the second month in the quarter, and again if the fees are not cleared in the third month of the quarter. These will become applicable from the 6th of the second and third month of each quarter.

For those who pay tuition fees on a monthly basis (upon registration), the late fee of Tk. 2,500 will be applicable if tuition fees are not cleared by the given due date in the first month of the quarter. In the subsequent two months of each quarter, if dues are not paid within the due date (5th of the month), then the additional late fine will become applicable from the 6th of the month.

An **Additional Support Fee** is applicable when students require additional assistance through a school-provided shadow teacher or learning support teacher. Such services will be assessed and provided if available at a fee of Tk. 22,500-60,000 per month depending on the level and nature of need, and after consultation and approval from parents. The payment for this service must be made along with the tuition fees. A late fee of Tk. 1,000/- per month will be charged for additional support fees that are not cleared within the 5th of each month, and late fees may accumulate for fees that remain unpaid for more than one month.

A note about VAT: Please note that a recent decision in the Supreme Court has ordered a temporary stay on VAT on tuition fees. Therefore, we are not charging VAT at the moment. If VAT becomes applicable once more, we will revise the fee information and share with parents accordingly.

Fee Payment Structure and Policies

The annual tuition fee is payable in four equal quarterly instalments, according to the following schedule:

Instalments	Last Date of Payment**
First Quarter: Jul 1 – Sep 30	July 5 th
Second Quarter: Oct 1 – Dec 31	October 5 th
Third Quarter: Jan 1 – Mar 31	January 5 th
Fourth Quarter: Apr 1 – Jun 30	April 5 th

***These are tentative dates. Actual due dates will be notified to parents in the invoices issued for each quarter, and may be different from these dates if the dates fall on a holiday.*

Monthly Payment Option

Parents may choose to pay the tuition fees on a monthly basis by applying to the management due to special circumstances. Parents cannot switch between the quarterly or monthly structure at will, they will need to apply to switch to the monthly structure. If they again want to switch back to the quarterly structure they will again need to apply to do so and allow us a few days for processing this change. We prefer for parents to choose one structure and stick to it for the duration of an academic year. This option can be renewed annually.

For parents who choose to pay on a monthly basis, the invoice will still be issued quarterly. The due date for each monthly payment will be the 5th of each month. Late Fees (as described above) will be applicable if fees are paid after the 5th of each month.

In all cases, invoices will be issued to parents detailing the dues for the next quarter. All payments are expected to be cleared by the given due date. In the case of fees paid by cheque, confirmation of the payment credit will not be given until funds are cleared.

Payment Process:

- Parents may pay the admission fees and tuition fees in cash (Bangladeshi takas only), account payee cheque, or pay order at the AIS premises on any working day (excluding school holidays) from 8am to 3pm. Cheques or pay orders should be made out to "Knowledge Holdings and Management Services (Pvt) Ltd." Whoever pays the fee is required to bring the Parent ID card at the time of payment to ensure the records are updated correctly.
- Parents also have the option of paying online but those who want to use the online payment portal must inform the school ahead of time so that we can make the necessary arrangements for such payments (online payments will not be possible unless approved by the management beforehand).
- Parents also have the option of paying through bank transfer or an Auto Bill Payment System (see details below).

Auto Bills Pay System

We have set up an Auto Bills Pay System for Aurora. This facility allows for automatic bank transfers from any bank account to ours and is applicable for accounts in all scheduled banks in Bangladesh.

To enroll in this program, parents will have to subscribe to the service through the following steps:

1. Ask the Aurora admin office for a form to download/print or pick one up from our front office.
2. Complete Section 1 of the form with their bank details and the child's name and Student ID number. Parents will need to include the following information:
 - Payment Frequency: check the frequency with which they are currently paying
 - Payment Type: check the "Variable Payment" box
 - EFT Debit Start Date: the day they will submit the application
 - EFT Debit End Date: parents can keep this blank so that there is no need to renew it annually; however, if anyone prefers to put an end date here, please note that they would need to re-enroll after that date if they want to continue with this service.
 - Attach a blank cheque from the same bank account.
3. Verify the bank account details with their own bank.
4. Submit the completed form to us.

Once the form is submitted, the system will go into effect from the following month (if it is submitted within the 25th of that month and correctly filled up). For each month that a tuition fee payment is due, we will send a payment advice to our bank to initiate the bank transfer on the 3rd of the month. Parents will need to ensure that an available balance is maintained for the first 7 days of the month in order to ensure smooth and timely payment of fees.

All fees that are due for a child will be included in the payment advice—applicable tuition fees, late fees, additional support fees, canteen service fees and any other applicable fees. No receipt will be issued, the school payment will appear on the parent's bank statement for the month and the details of the payments can be seen in the invoice that is issued to parents quarterly and any other applicable correspondence (e.g. additional support service or canteen service confirmations).

A separate form will need to be submitted for each child enrolled in the school (the same form cannot be used for two or more siblings).

Once enrolled in the service, parents will remain enrolled year after year until the child leaves the school. Changes to tuition fees from year to year are always communicated separately to parents before the start of an academic year and will be reflected in the quarterly invoices. In order to withdraw from the service from a given month, a parent will have to email the Aurora admin office before the 25th of the previous month. If the request to withdraw comes to the Aurora office after the transfer has already been completed, no refunds will be processed and the withdrawal instruction will go into effect from the following month.

If the balance in a given bank account is below the required amount, then the bank will notify the Aurora office that the payment did not go through. By the 4th of the month, we will inform the respective parent by phone. In such cases, it will not be possible to do another transfer within the due date and parents will need to arrange payment by cash or credit card (online) within the 5th to avoid late fines.

Advance Payments: Advance payments will be accepted for half a year (two quarterly installments) or for the whole year at one time.

Enrollment During the Middle of a School Year: Students enrolling in the school after a quarter has started are required to pay the tuition fee in full for that particular quarter, along with the applicable Admission Fee and Security Deposit. The tuition fee for that quarter will be applicable based on the date the student starts classes, regardless of how much of that quarter has already been completed. These fees should be cleared in order to complete the enrolment process.

Re-Enrollment of a Student: Students who want to re-enroll after leaving the school or if their name was excluded from the enrolment list for any reason, must go through the admissions process again, and will be required to pay the full admission fee and security deposit to be enrolled.

Withdrawal during the School Year: The School Leaving Form must be submitted to the school no later than 45 days prior to the date of withdrawal. If the date of withdrawal falls during a particular quarter, the full tuition fees for that quarter will be payable. For those who have made an advance payment, the tuition fees will be refunded for subsequent quarters (there will be no refund of tuition fees for the quarter in which the student leaves). However, in all cases, VAT is non-refundable.

Refunds: The Admission Processing Fee and Admission Fee are not refundable under any circumstances. The Security Deposit will be refunded if the School Leaving Form is submitted in due time, and after deducting for outstanding non-returned books or other dues. The tuition fee and additional support fee is refundable only for the quarter(s) of non-attendance and is only applicable in the case of advance payments. Refunds will be made by cheque. Canteen service fees are non-refundable for the ongoing month but refunds (in the form of an advance for future fees) will be processed if the service cancellation is shared with the Aurora office before the start of a new month.

Non-Payment of Fees: Student records, reports and transcripts may not be released to the parents or other educational institutions until all outstanding fees are paid.

Additional Information

Parents are requested to contact the Student Records office at least 15 days prior to the fee payment due date if they require an extension for the payment of fees. The management reserves the right to deny an extension of the due date. The late fee will be applicable if the dues or any portion of the dues is paid after the due date.

In case of double payment by parents for any specific quarter, the double payment will be treated as an advance for the next quarter for which the fee is due. No refund of double payment will be made.

The school reserves the right to revise/amend the Fee Policies and Procedures at the discretion of the management.