



Bermuda Institute *of Seventh-day Adventists*

P.O. Box SN 114
Southampton SN BX
Bermuda
Phone (441) 238-1566
Fax (441) 238-1309

June 17, 2021

Dear Parents and Guardians:

We are now preparing for the 2021-2022 school year. Many of you have not yet returned your reapplication forms to help us with class projections. Whether your child is returning or not, please make every effort to send us your forms today.

Our number one priority has been, and always will be, to offer affordable academic, physical and spiritual education to our students that respects the selfless investment you make to provide a good Christian education for your child. We believe that we are not only training our children for this world but for eternity.

As we prepare for the new school year, the school board has decided not to increase the tuition for the 2021-2022 school year (see tuition sheet attached). We recognize that due to the Covid 19 pandemic and current economic climate, many of our parents and guardians need our support during these times of financial struggles and uncertainties.

We have not increased our tuition since 2019 and we have also waived your late payment fees. However, this year we are going to charge a processing fee for all debit and credit card payments. You can avoid this new fee of 2% for debit cards and 4% for credit cards by paying your tuition with cash, cheques, or preferably via online banking. This will help us to save over \$20,000 per year in bank commissions.

Bermuda Institute continues to charge the lowest tuition for private schools in Bermuda. We strive to keep tuition affordable so that our parents would not feel the need to withdraw their children from Bermuda Institute due to rising tuition costs. As always, families with two or more children will continue to receive additional discounts. We also offer special payment plans to suit your budgets.

Thank you for your support and understanding. We are truly grateful for your continued confidence in our school and the lifelong value that Christian education provides. We pray that your children will have a blessed and safe summer break.

Sincerely,

Tanya M. Warner, MBA
Business Manager
Bermuda Institute of Seventh-day Adventists

"Building Lives for Eternity"

Accredited by the Accrediting Association of Seventh-day Adventist Schools, Colleges and Universities, the National Council for Private School Accreditation, and the Middle States Association of Colleges and Schools Commission on Elementary and Secondary Schools.

BERMUDA INSTITUTE
TUITION & FEES FOR 2021-2022 SCHOOL YEAR
(NON-CONSTITUENT RATE - \$15,610 per year)



PAYMENT PLAN SCHEDULE FOR GRADES K-12

YEARLY PLAN \$14,872 - The yearly pre-payment (which includes a discount) is to be made by July 15th,
OR THE DISCOUNT WILL BE FORFEITED.

SEMESTER PLAN \$8,009 – **The First semester** pre-payment must be made by July 15th, OR THE
DISCOUNT WILL BE FORFEITED.
\$7,159 – **The Second semester** payment must be made by January 15th, OR THE
DISCOUNT WILL BE FORFEITED. (Semester payments include a discount)

MONTHLY PLAN *(this plan is ONLY for those already approved by the business office)*
\$2,560 – **The pre-payment**, made by July 15th, is to be followed by nine
(9) tuition payments of:
\$1,450 – **Monthly payments** – from August to April – due by the 15th of each month

Graduation fee of \$100 for Grades 8 & 12, which is non-refundable, is billed at the beginning of the 1st semester.

OTHER DISCOUNTS Please email the Business Manager for sibling discounts, or any other financial
questions - twarner@bermudainstitute.bm.

REFUND POLICY Tuition and fees are charged by the semester. Hence, any student admitted to Bermuda Institute
is charged for the whole semester. Those parents who have been granted special permission to
follow a monthly payment plan, *must still pay for the whole semester*. Therefore, requests for
withdrawals do not affect the current semester charges.

*Written withdrawal notification must be received by the end of October to avoid being billed for
the next semester. Once the semester has started, there will be NO refund.*

*If you withdraw your child from Bermuda Institute without clearing all outstanding monies owed, your
account will be placed with the Bermuda Credit Association for collection, which will incur up to an
additional 66.66% collection fee for you. Students who do not obey school rules and as a result are
dismissed or expelled, will still be required to pay any outstanding tuition and will not be
granted a refund.*

NOTE: A one-time \$100 late fee will be applied to any student's account if the required Tuition/Fees have not
been paid by the July Financial Registration dates. An *additional* \$20 late fee will be charged to each
account for every month that the account is in arrears.
There will also be a new processing fee of 2% for debit card and 4% for credit card
transactions. To avoid this fee, please pay with cash, checks, or preferably via online banking.

***NO STUDENT CAN BE REGISTERED FOR THE NEW SCHOOL YEAR WITH AN OUTSTANDING BALANCE.
FINANCIAL REGISTRATION FOR STUDENTS MUST BE COMPLETED IN ORDER TO BE ADMITTED.***

FINANCIAL SUSPENSION

Students with outstanding accounts two (2) months and over will be placed on financial suspension and will
not be allowed to return to school until their account is cleared.

Students are NOT allowed to take Semester Exams unless their account is cleared.

RELEASE OF REPORTS AND PUBLICATIONS

End of year report cards, graduation diplomas, transcripts and yearbooks **are held until** accounts are paid in full.

BERMUDA INSTITUTE
TUITION & FEES FOR 2021-2022 SCHOOL YEAR
(CONSTITUENT RATE - \$11,844 per year)



PAYMENT PLAN SCHEDULE FOR GRADES K-12

YEARLY PLAN \$11,294 - The yearly pre-payment (*which includes a discount*) is to be made by July 15th,
OR THE DISCOUNT WILL BE FORFEITED.

SEMESTER PLAN \$6,182 – **The First semester** pre-payment must be made by July 15th, OR THE
DISCOUNT WILL BE FORFEITED.
\$5,332 – **The Second semester** payment must be made by January 15th, OR THE
DISCOUNT WILL BE FORFEITED. (*Semester payments include a discount*)

MONTHLY PLAN (*this plan is ONLY for those already approved by the business office*)
\$2,088 – The pre-payment, made by July 15th, is to be followed by nine
(9) tuition payments of:
\$1,084 – Monthly payments – from August to April – due by the 15th of each month

Graduation fee of \$100 for Grades 8 & 12, which is non-refundable, is billed at the beginning of the 1st semester.

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