

Asmara International Community School

APPLICATION AND ADMISSION INFORMATION 2019-2020

The Asmara International Community School serves the international community by providing a rigorous English language academic program of excellence, emphasizing individual discipline, personal integrity and respect for others.

117-19 Street, #6
P.O. Box 4941
Asmara, Eritrea

Tel/Fax: +291-1-16-17-05
E-mail: AICSDirector@gmail.com
Web: www.aicseritrea.com
Office Hours: 7:30-15:30



Accredited by Middle State Association (MSA) of Colleges and Schools (PK-12)
Member of the Association of International Schools in Africa (AISA)



Admissions Profile

The Asmara International Community School (AICS) was founded in 1994 with seven students. Today, there are approximately 190 students representing 20+ nationalities from Pre-Kindergarten through to Grade 12 School.

Our school is governed by a 7-member Board of Governors. Five are elected during the annual Association Meeting and any parent of an enrolled child can run for the Board. Two members are appointed; one by the U.S. Embassy and one by the U.N.

Classes begin in mid-August and end in mid-June with vacation breaks at the end of the First, Second, and Third Quarters (October, December, and April). National and religious holidays, both Muslim and Christian, are celebrated. The school calendar provides for at least 180 school days.

AICS employs certified and experienced teachers from around the world. For the 2019-2020 school year our foreign teachers are from Canada, South Africa, Malaysia, the UK, the USA, and Russia. The instructional program is conducted in English and the curricular materials are primarily from the U.S., and the U.K. The curriculum strategies are international in nature, and we deliver the International Primary Curriculum (IPC) in the Elementary school and International Middle Years Curriculum (IMYC) for Grades 7 and 8. The High School program, grades 9-10, follows a US style model, while also following elements of the IGCSE program. For students in Grades 11-12 the school offers the International Baccalaureate Diploma Program. Following on from our authorization from the International Baccalaureate Organization to offer this program in 2019, we are looking forward to our graduating class of 2021 receiving the full IB Diploma.

Classes begin at age 3 for Pre-Kindergarten. Elementary students are taught in self-contained classrooms up to Grade 6. The Secondary School (Grades 7-12) has each subject taught by a subject specialist. Visual Arts, Physical Education, French, Music, and ESL also form part of the program.

In September 2004, the United States Department of State, Office of Overseas Schools declared the adequacy of Grades 9-12 at AICS. Our first graduating class was in June 2005. In 2013, AICS was re-accredited by the Middle States Association of Colleges and Schools (MSA).

Report cards are sent home at the end of Quarter 2 and Quarter 4 and there are conferences at the end of Quarter 1 and Quarter 3 for teachers and parents to meet and formally discuss the progress of their children. There is an active Parent Teacher Organization (PTO) which plans special events. We have a variety of after school activities for all students to enjoy.

Application Process & Placement Process

Application Process

1. Pay the application fee of \$150 (non-refundable)
2. Provide a copy of the child's passport and/or birth certificate
3. Two pictures
4. Provide school records
5. Provide any Standardized/National test results
6. Eritrean parents must submit an explanation of why parents are requesting that their child be admitted to the Asmara International Community School

Placement Process

Students who have attended school outside of Eritrea and cannot attend local schools will receive preference in acceptance. Students applying for admissions who are resident in Asmara may be offered a position if there is a space available and if they meet the requirements and have the requisite academic background and potential to be successful at the school.

Equivalent Grade Placement Systems

AICS Grade	US/Can Grade	UK Grade	IBO	Age
Pre-K ₃	Preschool	Nursery	IBPYP	3
Pre-K ₄	Preschool	Reception	IBPYP	4
Kindergarten	Kindergarten	Year 1	IBPYP Year 1	5
Grade 1	Grade 1	Year 2	IBPYP Year 2	6
Grade 2	Grade 2	Year 3	IBPYP Year 3	7
Grade 3	Grade 3	Year 4	IBPYP Year 4	8
Grade 4	Grade 4	Year 5	IBPYP Year 5	9
Grade 5	Grade 5	Year 6	IBPYP Year 6	10
Grade 6	Grade 6	Year 7	IBMYP Year 1	11
Grade 7	Grade 7	Year 8	IBMYP Year 2	12
Grade 8	Grade 8	Year 9	IBMYP Year 3	13
Grade 9	Grade 9	Year 10	IBMYP Year 4	14
Grade 10	Grade 10	Year 11	IBMYP Year 5	15
Grade 11	Grade 11	Year 12	IBDP Year 1	16
Grade 12	Grade 12	Year 13	IBDP Year 2	17

The minimum age for admission into Pre-Kindergarten (3-year-old class) is three years of age before 1 October of the school year for which the child is to be enrolled. For Pre-Kindergarten (4-year-old class) the child must be 4 years old before 1 October. For BOTH programs, the child must be completely toilet trained.

Grade placement is the responsibility of the school and is based on a number of factors, including the age of the student, previous school records and the student's ability and needs. In the high school the number of high school credits earned is of utmost importance for placement decisions.

The School's decision on grade placement is FINAL.

Fees & Fee Schedule

Fees

Application Fee (non-refundable):	\$150	Each student application (one time)
Capital Fee (non-refundable)	\$3000	Each family (one time)

Yearly Tuition

PK3 & PK 4	\$3,500
Kindergarten	\$5,540
Grade 1-12	\$12,650

(Please note that school fees for Grade 1 are now in line with Grades 2-12)

Schedule of Payments

For new students an invoice will be prepared and included with the letter of acceptance. The Capital Fund Fee must be paid within ten days of receipt of the invoice, delay in payment will incur a 2% penalty. In all cases, the remaining quarterly tuition must be paid within two weeks of the start of the school year. If payment is not made within these two weeks, then a 2% penalty will be charged in addition to the tuition cost. If a parent does not pay the quarterly tuition and 2% penalty within the subsequent two weeks, then the student will be removed from the classroom. No child will be considered fully enrolled until all necessary documentation has been submitted and all fees paid according to the schedule.

Payment Dates

Quarter 1	August 19th, 2019
Quarter 2	October 28th, 2019
Quarter 3	January 28th, 2020
Quarter 4	April 6th, 2020

Students who arrive ten days or less before the end of a quarter will be charged a daily rate for that quarter. There will be no refunding of tuition fees.

Reduced Payment Schedule

Families of Eritrean nationals who have more than two children in Grades 1-12 will receive tuition discounts on the USD and Nakfa portion of their tuition as follows:

- Third child 10%
- Fourth Child 15%
- Fifth child 20%

Bank Details

Nakfa Account

Account Name: Asmara International Community School
Bank Name: Commercial Bank of Eritrea - Liberty Avenue
Account #: 5680

\$USD Account in Eritrea

Account Name: Asmara International Community School
Bank Name: Commercial Bank of Eritrea - Liberty Avenue
Account #: 00-02-02-0023
Swift Code: CBERERAI

\$USD Account in USA

Account Name: Asmara International Community School
Bank Name: TD Bank NA
Address: 1753 Connecticut Avenue, NW, Washington DC, 20009, USA
Account #: 3990029575
Swift Code: NRTHUS33XXX
Routing Number: 054001725

AICS Application Form

Student Information

GRADE APPLYING FOR: _____ **SCHOOL YEAR: 20** ____ / **20** ____

STUDENT: _____ Male Female
(First Name) (Middle Name) (Family Name)

Date of Birth: _____ Place of Birth: _____
(Day/Month/Year) (City, Country)

Child's Citizenship: _____ Mother's: _____ Father's: _____

Siblings Attending/Applying: _____ Grades: _____

Language(s) spoken at home: _____

What level of English does child speak? None Beginning Intermediate Fluent

Do parents speak English? Yes No

Has child attended school where English was the language of instruction? Yes No

If yes, where? _____ When? _____

PLEASE LIST PREVIOUS SCHOOLS ATTENDED

Grade(s)	Name of School	Country	Dates

Has your child ever been tested by a psychologist for educational handicaps or learning disabilities? Yes No If yes, please explain:

Does your child have any learning disability of which you are aware? Yes No

If yes, please explain:

Has your child been in any special education program in the past? Yes No

If yes, please explain:

Please make additional comments concerning other personal or educational experiences (medical, educational or emotional considerations):

Parent Information

Father or Guardian: _____

(First Name)

(Middle Name)

(Family Name)

Employer: _____ Business Phone: _____

Home Address: _____ E-mail Address: _____

(Include house number and street number)

Home Phone: _____ Cell Phone: _____

Mother or Guardian: _____

(First Name)

(Middle Name)

(Family Name)

Employer: _____ Business Phone: _____

Home Address: _____ E-mail Address: _____

(Include house number and street number)

Tuition will be paid by: _____ Relationship _____

I/We, _____, hereby:

- Apply to have my son/daughter enrolled in Asmara International Community School (AICS)
- Understand that this is an application for admission and does not guarantee enrollment;
- Understand that the application fee is non-refundable;
- Certify that all of the information provided in this application is correct.

Signature of Father/Mother/Guardian _____ Date: _____