

FEE MANUAL



Dear Parents,

Congratulations on being part of our school community for the 2023-2024 school year. We look forward to working with you in achieving our purpose as a school - to inspire, educate and act to better our world. I share new investments and innovations for the upcoming school year and then updated information about our school community.

In 23-24 we have invested in additional curricular and classroom resources. Expanding upon the more than 76 current academic memberships and subscriptions, we enrich our program with the addition of a new social emotional learning (SEL) program, our year-2 implementation of our new math programs (Illustrative Math and Carnegie Learning) and, following our 5-year curricular resource cycle, the adoption of new and improved science materials. Beginning in April of 2023, we are ready to roll out a new one-to-one Chromebook program in 3rd through 6th grades where teachers and students will have convenient access to more than 400 devices stored in classroom carts. By January 2024, elementary classrooms will be equipped with new student and teacher's desks and other classroom furniture.

Highlighted among the many campus improvement projects scheduled for the summer of 2023 are installing new floors in the rest of elementary's hallways and a new learning garden and composting center.

For the 23-24 school year, we are excited to announce the addition of a number of full-time positions to enrich and grow our school programs. To deepen our support of social-emotional learning at school, we will hire two new faculty members to our counseling team: an additional **school counselor** and a **sex-ed teacher**. We will hire a **technology integration instructional coach** who will lead teachers in optimizing classroom instruction with age-appropriate and effective use of technology. A new **financial aid officer** will work to optimize the administration and communication of the many financial aid programs we have at ASFG. Finally, we will welcome an additional **security guard** to our Safety and Security team.

1,492 students were enrolled at ASFG during the 22-23 school year. In devoted pursuit of our school's learning goals, our students grow to be purposeful learners, effective communicators, critical and creative thinkers, and contributors to their community. The diversity of our student body brings value to our school; we recognize, appreciate, and celebrate both the uniqueness of our backgrounds and the commonalities of our experiences. Our student body is represented by 24 nationalities and a broad spectrum of faiths, home languages, family structures and socio-economic backgrounds.

The excellent educational experience we offer our students is only possible because of our quality faculty and staff. We employ over 272 teachers and support staff. Among our faculty, 81% have a master's or other postgraduate degree, 54% are trained and certified in the US, UK or Canada and 46% are trained and certified in Jalisco or elsewhere in Mexico. Our teachers, collaborating closely with dedicated administrators and support staff, are devoted to providing our students innovative academic and co-curricular programs in an atmosphere where critical and creative thinking and intellectual curiosity are highly valued and fostered. To achieve personalized attention, we have a maximum of 18 to 25 students per classroom. We are committed to providing continuous professional development for our faculty and staff, recognizing that quality schools are those that dedicate time and financial resources to lifelong learning.

Our staff includes six (7 in 23-24) school counselors and six learning support teachers who provide additional academic and emotional support for our students. Our students and teachers benefit from the support and expertise of three full-time instructional coaches in the areas of mathematics, literacy, and technology integration.

Graduates of the American School are prepared to succeed at the university level both in Mexico and abroad. Last year our 2022 seniors were offered scholarships and financial aid to attend college worth over 3 million dollars.



ASFG values the important role families play in the education of their children by offering quality conferences and workshops through our **Warrior Parent Academy**. We invite parents to many student-centered performances and presentations throughout the school year as well as a wide range of informational meetings about our academic program. Our wonderful Parents Association supports the school's mission by fostering teamwork between parents, students, teachers, and administrators and supporting special projects beyond the core curriculum.

What makes ASFG unique among Guadalajara schools is our bilingual and bicultural academic program of excellence, the quality of our faculty and staff, our multicultural student body, and a multitude of programs and events that reinforce values of commitment, empathy, passion, responsibility, diligence, and diversity.

Welcome to the 23-24 school year!

Respectfully,

David C. McGrath
Director General



Early Childhood



Service Learning



Institutional video ASFG



Sustainability at ASFG

INFORMATION FOR PARENTS



“The American School Foundation of Guadalajara, A.C. (ASFG) is a bicultural institution that offers a full immersion program for all grade levels with qualified English-speaking certified teachers. As not for profit organization, ASFG invests all funds in benefit of the school community.”



ACCREDITATION:

ASFG is accredited at all academic levels by Cognia, and is recognized by the U.S. Department of State as a sponsored Overseas Schools Advisory Council (OSAC) school. It is also accredited by local education authorities Secretaria de Educación de Jalisco and UNAM.



THE HUMAN ELEMENT:

At ASFG we foster a caring community through friendly and respectful relationships among our teachers, students and staff. We have an Anti-Bullying program to detect and combat school bullying, and our Parents and students participate in an addictions prevention program. Both of these programs are administered by our counseling team that continuously receive training by experts in these areas. The school organizes several thematic events where parents, students, alumni, faculty and support staff can come together in a safe and friendly atmosphere. Students from Early Childhood through High School participate in service learning where they actively and meaningfully engage in the community outside our school walls.



ACADEMIC LEVEL:

Fifty four percent of our faculty come from native English-speaking countries and 81% hold at least one postgraduate degree. The Advanced Placement (AP) programs offer our high school students exceptional learning opportunities in English Language, English Literature, Spanish Language, Spanish Literature, Capstone Seminar and Research, World History, U.S. History, Economics, Human Geography, Comparative Government, Calculus, Physics, Biology, Environmental Science, Computer Science, French and Studio Art. AP classes are university-level courses that offer rigorous and stimulating content to dedicated students who seek such challenge. Two high school teachers are AP Consultants, and four others are exam graders for the College Board. The high school literary magazine, Sin Fronteras, is recognized yearly by the National Council of Teachers of English and the awards offered from their REALM (Recognizing Excellence in Art and Literary Magazines) competition. Our Model United Nations program travels extensively and represents ASFG at simulations at the middle and high school level.



LIBRARIES AND TECHNOLOGY:

ASFG has the largest English library in Guadalajara and the second largest among the private schools in Mexico. The libraries are equipped with desktop computers, laptops, iPads and iPods, online subscriptions, and printed materials offering students, teachers, parents, and alumni an abundance of resources for both research and independent reading. We pay special attention to the mindful use of technology as a learning tool that fosters, rather than diminishes, human relationships between students and teachers. The school has instructional computer labs which provide a space to complement the integration of technology in our curriculum and a hardware renewal cycle which guarantees that all technological equipment is replaced on a regular basis. Classrooms are equipped with classroom computers, broadband internet, WiFi, and video projectors. iPads and Android tablets are used in lower grade levels and personal laptops are provided to students and teachers in grades 7-12. Document cameras, digital sensors, 3D digital printers and studio-quality video and audio recorders supplement our classroom instruction. ASFG collaborates with the Apple Distinguished Educators program for professional development and over 1,000 students use Google Apps for Education and its innovative applications in and outside the classrooms.



CO-CURRICULAR ACTIVITIES:

The school provides our students with a program rich in academic, artistic, sports and co-curricular activities. Students have access to two libraries, computer labs, multi-purpose gym, a semi-Olympic size swimming pool, soccer field and multi-use courts. The school's Language Institute offers classes in German, Chinese, Italian, French, English and Spanish to adults and children. Our Parent School offers close to 200 hours of instruction in areas of general interest to parents, as well as four lectures a year.



SUSTAINABILITY:

ASFG is a leader in sustainability in our local and global community. Our students benefit from a science program in all grade levels that includes environmental science as a key curricular strand. Among a multitude of ecology programs, we maintain organic gardens on campus, utilize solar water heaters to warm our pool, generate 10.6 KW from our 40 photovoltaic panels, produce 5 cubic meters of organic soil annually from our composting center, maintain a robust recycling program and promote carbon-free transportation through our bussing and bicycling programs. ASFG was recognized by SEMARNAT winning honorable mention from their nation-wide program Premio de Mérito Ecológico.



COMMUNICATION:

To foster positive and productive parent-school-student collaboration towards academic achievement, student attendance and grades are electronically collected and communicated through a secure online portal called PowerSchool. School news is posted on our ASFG web site (www.asfg.mx) and electronically mailed to families. Our communication to parents is constant and personal, via e-mail, telephone and presence on social networks.



GRADUATES:

At the close of the 2021-2022 school year, 80 out of 83 seniors (96%) have been accepted to colleges in Mexico, the United States, Canada, Europe, and India. Twelve members of the Class of 2022 Warriors (14%) studying in the United States and 22 students (26%) are studying in other countries; Canada (3), Europe (17), India (1).

Forty-one percent of the class will study abroad at the following universities: Arizona State University, IE University (4), The University of Texas at Austin(2), Suffolk University, Northeastern University, Hult Business School-London (2), Instituto Marangoni (2), EU, Politecnico di Milano, Embry-Riddle Aeronautical University - Daytona Beach, Salve Regina University, University of Amsterdam, Universidad Navarra (2), University of Wisconsin-Madison, Florida International University, University of Manchester, Cabrini University, University of Europe - Berlin, Imperial College London, Basque Culinary Center, Universidad Carlos III, York University, Reed College, Vancouver Film School, Rhode Island School of Design, Central St. Martin's University of the Arts, King's College London, Escuela Universitaria de Artes TAI, Mahindra University, and University of British Columbia.

Most of the graduating class will study in Guadalajara at the UAG, ITESO, TEC, and UP. In Guadalajara, TEC (14), ITESO (14), and Universidad Panamericana (8) continue to be the schools where the majority of our students attend after graduation. The Universidad Autónoma de Guadalajara (4) is the other local private university attended by ASFG students. Two students plan on applying to Universidad de Guadalajara.



The school, in order to comply with the minimum information requirements needed for the commercialization of educational services as stated in the agreement published in the Official Federation Journal on March 10, 1992, informs you of the following:

1. The contents of the aforementioned agreement are attached at the end of this document. The original agreement was published in Spanish and the English translation included in this publication is not an official translation.

2. The American School Foundation of Guadalajara provides bicultural educational services, in person or on-line, for early childhood, elementary, middle, and high school. The school is fully accredited Nursery through twelfth grade by Cognia™, formerly AdvancED, and parent company of SACS CASI, in the United States of America since 1965. The school is also incorporated by SEJ and has a revalidation agreement with UNAM, depending on the grade level:

A) Early Childhood is accredited by Cognia and incorporated by SEP under agreement 14PJN1035K dated 23/10/2009.

B) Elementary School is accredited by Cognia and incorporated by SEP under agreement 14PPR1150S dated 10/05/2010.

C) Middle School is accredited by Cognia and incorporated by SEP under agreement 14PES0102V dated 10/05/2010.

D) High School is accredited by Cognia and recognized by UNAM under agreement 33726-175-22-I-13 dated 22/02/2013.

3. The list of optional activities that are offered by The American School Foundation of Guadalajara, A.C. to students with no outstanding financial debts will be published in the following manner:

A) The list of co-curricular sports activities will be published in the month of June 2023 by the P.E. and Sports Office.

B) Information on ASOMEX tournaments and related costs will be published and sent to parents by the P.E. and Sports Office 30 days prior to the beginning of the event.

C) The list of additional co-curricular activities will be published in the month of August 2023 by the P.E. and Sports Office.

D) Information on class trips and related costs will be given to parents by the section principal 30 days before the scheduled trip dates.

E) Information on academic competitions and costs will be given to parents by the section principal 30 days before any scheduled dates.

4. The list of supplementary material for the 2023-2024 school year will be published on the school web page www.asfg.mx in the month of June 2023.

5. The specifications of specialized educational resources required by some middle school and high school elective classes for the 2023-2024 school year will be informed by the section office in the month of June 2023.

6. Questions and explanations regarding fees and/or services may be discussed with Laura Jimenez, Business Manager or with David C. McGrath, Director General.
7. Office hours are from 7:30 a.m. to 3:30 p.m., Monday through Friday. During the summer break, office hours are from 8:30 a.m. to 2:30 p.m.
8. Cashier's hours during the enrollment process are from 7:45 a.m. to 3:00 p.m., Monday through Friday; during the school year from 7:45 a.m. to 2:45 p.m., Monday through Friday. During the summer break, the cashier's hours are from 8:45 a.m. to 1:45 p.m.
9. The tax exemption for tuition payments requires that receipts include the parent's fiscal information. To register or update this information parents must go to the parents' website, located on the school's web page under the Quick Links menu, and fill out the corresponding form. Please note that any updates will apply to future receipts and changes to fiscal information on receipts previously issued and stamped can only be made during the month of issuance.
10. The Parent/Student Handbook for the 2023-2024 school year will be published on the school web page www.asfg.mx by the start of classes.

ENROLLMENT DATES

The registration process for the **2023-2024 school year** must be completed by the week of March 27 – March 31, 2023. However, you can register your child(ren) starting Monday, February 27, 2023, using the appointment system. With this system you can go through the registration process knowing that 40 minutes have been set aside just for you for this purpose. Parking spaces in the Filadelfia lot will be available for appointments made between **8:30 a.m. and 1:30 p.m.** You can request your appointment by calling **+(52) 333 648 0299 Ext. 2411 or 2412**, or by sending an e-mail to reinscripciones@asfg.mx. Appointments will be assigned every 40 minutes starting at **8:00 a.m. on Monday, February 27, 2023**, and ending at **2:40 p.m. on March 31, 2023**. Your day and time preference will be confirmed according to appointment availability.

Only the students registered during the enrollment dates will have their place guaranteed for the 2023-2024 school year. Beginning April 17, 2023, admissions will be opened to new students and registration will depend on available spaces. Students on conditional matriculation may not be allowed to return. Only students up to date in their admission, inscription, and tuition payments will be allowed to register for the 2023-2024 school year.

Information regarding the registration process and fees will be published on the school web page www.asfg.mx.

For new admissions please contact the Admissions Office by calling **+(52) 333 648 0299 Ext. 2411 or 2412**, or by sending an e-mail to admissions@asfg.mx.

INFORMATION ON SCHOOL FEES





NEW ADMISSION

The New Admission fee is a one-time payment for new students. The fee varies depending on the number of children per family who will be enrolled in the school.

The new admission fee in early childhood may be paid in several annual payments according to the following:

Nursery – the new admission fee may be paid in four annual payments of 25% each.

Pre-Kinder – the new admission fee may be paid in three annual payments of 33% each.

Kinder – the new admission fee may be paid in two annual payments of 50% each.

The first payment is made when enrolling and subsequent annual payments are due on the same date of the corresponding year. The parent or tutor of the child will be required to sign promissory notes for annual payments to apply.

The admission fee for all other grade levels may be paid in full or using the available payment plan.



REGISTRATION

Annual payment that guarantees the student's place for the registered school year, as well as:

ACADEMIC RESOURCES: The supply, update and importation of academic resources that include textbooks, teaching materials and equipment, as well as access to subscriptions and online resources. These are distributed at the beginning of the school year and should be returned when the school year is over. There will be a charge for textbooks, materials or equipment that are not returned or returned in poor condition.

GUARANTEED EDUCATION INSURANCE: The school will carry insurance that economically guarantees the continuity of educational studies for students until they finish high school in case of the death or total legal incapacity of the parent, legal guardian, or person financially responsible for their education.

IDENTIFICATION CARDS: All students and parents must have an ID card, which will be provided by the school. If the students or parents lose their ID, it will be their responsibility to replace it. The cost for replacement is specified under Other Fees.

This fee depends on the number of children enrolled per family in the school. This fee may be paid in full when registering.

When all or part of the admission and/or registration fees have been paid and the student is not going to enter the school for the 2023-2024 school year, the school must be informed in writing two months before classes begin so the fees paid may be reimbursed to the parents.



TUITION

Monthly payments made over ten months, starting in the month of September 2023, and ending in **June 2024**, are adjusted according to the National Index of Consumer Prices that the Bank of Mexico publishes in the Official Federation Journal. August's Index will adjust October's fees; September's Index will adjust November's, and so on. The fees should be paid before the tenth of each month to avoid a **4% monthly interest on late payments**.

If all ten tuition payments are made by **September 10, 2023**, the monthly adjustment will not apply and there will be a **4% discount**.



OTHER FEES

1. After school sports and co-curricular program:

Registration	\$ 545.00 pesos
Session 1 (August - January)	\$ 3,765.00 pesos
Session 2 (February - June)	\$ 2,530.00 pesos

2. After school childcare:

Monthly rate	\$ 3,195.00 pesos
Daily rate	\$ 320.00 pesos

3. Services provided by the Academic and Socialization Assistance Program (ASAP)

Annual fee that must be paid when enrolling the student	\$ 44,445.00 pesos
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4. Services provided by the Support Services Department:

Consultations	No charge
Evaluation exam	\$ 6,705.00 pesos
Class hour	\$ 550.00 pesos

5. Revalidating foreign studies:

For the SEP program	\$ 702.00 pesos
For the UNAM program	\$ 1,399.00 pesos

6. Processing a duplicate certificate:

For the SEP program	\$ 702.00 pesos
For the UNAM program	\$ 1,399.00 pesos

7. Online Course UNAM

For Mexican Program High School	\$ 3,000.00 pesos
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8. Replacing an ID card

\$ 145.00 pesos

9. Processing new admissions

\$ 1,680.00 pesos

10. Processing socio economic study

\$ 1,000.00 pesos

11. Processing study abroad permits

Twenty-five percent of the registration fee, payment schedule A, for the year the student will not be at ASFG is charged. Twenty percent of this fee will be applied to the inscription fee when the student returns to ASFG, and five percent will be used to cover the Guaranteed Education Insurance. If the student does not return to ASFG after one year, this fee will not be reimbursed. The non-reimbursed fee will be donated to the School's Scholarship Foundation (ESF).



MAJOR MEDICAL INSURANCE

All students must be covered by a major medical insurance policy either by their family or through the school's insurance company.

The school's major medical insurance policy has been contracted with Seguros Monterrey New York Life and coverage begins on **August 17, 2023 and ends August 16, 2024. The insured sum is \$2,000,000.00 (Two million pesos 00/100 M.N.), with a \$2,500 pesos deductible and a 10% co-payment charge.** The policy is valid nationwide and offers emergency coverage out of the country. The cost to insure a student is \$13,125.00 pesos, tax included.

If students are insured by their families, they must turn in a copy of the policy to the school. In case an accident occurs, the school will be able to assist by taking them to the hospitals included in the policy. They must also turn in the letter (attached in this publication) that states that the school is not responsible for the student's medical costs. At the time of enrollment, the school's major medical insurance policy should be paid for or a copy of the child's insurance policy should be turned in with the previously mentioned letter.



INFORMATION ABOUT THE GUARANTEED EDUCATION INSURANCE

The school will carry insurance that economically guarantees the continuity of educational studies for students until they finish high school in case of the death or total legal incapacity of the parent, legal guardian, or person financially responsible for their education.

Every registered student must have this insurance coverage. For it to be valid, the parent, legal guardian, or person financially responsible for the student's education must complete and sign the required form and fulfill all of the conditions that have been stipulated by the insurance company.

The financially responsible person is defined as the person who is economically responsible for the family and who is responsible for paying the school fees of the student. This insurance benefit is to pay inscription and tuition fees at The American School Foundation of Guadalajara, A.C. The benefit of the tuition payment will be in effect beginning from the date of death and the benefit of the inscription payment will be in effect beginning with the school year immediately following the date of death. It is understood that this insurance coverage is granted only to students who are already enrolled in the school. For this reason, during the first year there will be no benefits given for the payment of inscription fees and any balance remaining in a payment plan must be covered by the student's family. It is also understood that the new admission fees were completely paid when the student was first enrolled in school; any balance remaining for that payment must be paid by the student's family.

When a death occurs, the family must immediately contact the Admissions Office who will help them with the insurance company procedures. If the insurance company denies the payment of this coverage, the student will not receive the benefit.

PAYMENT POLICIES

1. The payment plan calculates 1.5% monthly interest on the remaining balance.
2. The payment periods are the following:
 - A)** Tuition must be paid from the 1st to the 10th of each month.
 - B)** New admission financing payments should be paid no later than the 20th of each month.
 - C)** The monthly daycare fee must be paid from the 1st to the 10th of each month.
 - D)** The after-school sports and extracurricular program fee must be paid by September 10, 2023, for the first session and by February 10, 2024, for the second session
 - E)** School trips on the established agreed date for each trip.
 - F)** If the due date is a non-working day, then the due date is moved to the next working day.
3. Payments made after these dates will have a monthly interest of 4% that will be applied in proportion to the number of days late the payment is made.
4. There will be a 20% charge for overdraft checks, as stated in article 193 of the Law of Claim and Credit Operations. Payments made with said checks will need to be covered immediately. Once a parent has issued an overdraft check, the school will no longer accept checks from this family.
5. If the family owes three or more tuition payments educational services will be suspended and the child will not be allowed to enter the school.
6. To register a child for the next school year the family must not have any overdue payments or outstanding debts.
7. The financing plans will only be available to families who have complied with their payment obligations on the specified dates mentioned in point two of this policy. The financing plans will be available to families that at the moment of enrollment have filled out a financing plan application, attaching all requested documentation, and have signed the promissory notes that guarantee the transaction.
8. When all or part of the admission and/or inscription fees have been paid and the student is not going to enter the school for the 2023-2024 school year, the school must be informed in writing two months before classes begin so the fees paid may be reimbursed to the parents.
9. If the requirements of the previous paragraph are not completed, admission and/or inscription fees will not be reimbursed and if a payment plan was chosen for one or both fees the family must pay the amount in full.
10. Cash payments are NOT accepted by the school cashier. The following options of payment are available:

Parents' Website:

- Credit or Debit Card - The website accepts Visa and MasterCard, issued in Mexico only, and American Express. There is no commission charge.
- You can access the Parents' website on the school's web page under the Quick Links menu.

Automatic charge to Credit or Debit Card (Visa, MasterCard and American Express):

- This service can be requested when enrolling students or at the school's cashier window, by the filing out the corresponding form. This service is not available for MasterCard or Visa cards issued outside of Mexico.

Bank Offices or Transfers:

- BBVA Bancomer by way of CIE, agreement number 7269-1 in the school's name. Please specify your child's student number as the reference. You can find this number on your child's ID card or you may request it with the school cashier.
- BBVA Bancomer by way of SPEI electronic transfer to account CLABE 0123 2000 44255 97147. Please specify under CONCEPT your child's student number immediately followed by a space and the last name. For example: 1234567 Last Name. You can find your child's student number on your child's ID card or you may request it with the school cashier.

School's Cashier Window:

- Checks made out to The American School Foundation of Guadalajara, A.C.
- Credit or Debit Card - We accept Visa, MasterCard and American Express. There is no commission charge.

FEES FOR THE 2023-2024 SCHOOL YEAR



With the authority granted to the Director General in article forty-nine of the school by-laws, and in compliance with the agreement previously alluded to in this publication, we inform you that the established fees, enrollment dates, and payment plans for the 2023-2024 school year, as approved by the Board of Directors in December 2022, are as follows:



NEW ADMISSION

The New Admission Fee is a one-time payment for a student new to the school. This payment depends on the number of children enrolled per family.

Amounts are quoted in Mexican pesos

Number of Children	Early Childhood M-PK-K	Grades P1 -6	Grades 7-9	Grades 10 -12
One child	118,000	118,000	59,000	59,000
Two children	116,000	116,000	58,000	58,000
Three children	102,000	102,000	51,000	51,000
Four or more children	94,000	94,000	47,000	47,000



PAYMENT PLANS FOR NEW ADMISSION FEE

ANNUAL PAYMENTS FOR EARLY CHILDHOOD - The new admission fee in Early Childhood may be paid in several annual payments according to the following:

Nursery the new admission fee may be paid in four annual payments of 25% each.

Pre-Kinder the new admission fee may be paid in three annual payments of 33% each.

Kinder the new admission fee may be paid in two annual payments of 50% each.

The first payment is made when enrolling and subsequent annual payments are due on the same date of the corresponding year. The parent or tutor of the child will be required to sign promissory notes for annual payments to apply.



TEN INSTALLMENT PAYMENT PLAN

The ten-month payment plan begins in March 2023 and ends in December 2023. For those students enrolled before the month of March 2023, the first payment of the financing plan will be made when enrolling; the second payment before April 20, 2023 and subsequent payments are to be made before the 20th of each month. The payment of all financed fees must be completed by December 2023. The following table contains the monthly amount to be paid in Mexican Pesos.

Amounts are quoted in Mexican pesos

Number of Children	Early Childhood M-PK-K	Grades P1 -6	Grades 7-9	Grades 10 -12
One child	12,800	12,800	6,400	6,400
Two children	12,580	12,580	6,290	6,290
Three children	11,060	11,060	5,530	5,530
Four or more children	10,190	10,190	5,100	5,100

The financing plans will be available to families that at the moment of enrollment have filled out a financing plan application, attaching all requested documentation, and have signed the promissory notes that guarantee the transaction. Families with a poor payment history may be denied the option of the financing plans.



REGISTRATION AND TUITION

The cost per school year is made up of the registration payment in the month of March 2023 and ten monthly tuition payments from September 2023 to June 2024. The Registration Fee is an annual payment made per student, depending on the number of children enrolled per family. This payment guarantees the student's place for the school year they register for and includes academic resources, the guaranteed education insurance, and a school ID.



The Tuition Fee is composed of monthly payments made over ten months from September 2023 to June 2024 that are adjusted according to the National Index of Consumer Prices (INPC) that the Bank of Mexico publishes in the Official Federation Journal. August's Index will adjust October's fees; September's Index will adjust November's, and so on. The fee must be paid by the 10th of each month, or a 4% monthly interest rate will be charged.

To pay the cost per school year, two different payment schedules are offered:

Payment Schedule A is the traditional payment schedule that the school has been offering where approximately 40% of the cost of the school year is paid at the time of registration and the remaining 60% in ten monthly tuition payments adjusted with the INPC.

Payment Schedule B requires a lower payment at the time of registration, approximately 12% of the cost of the school year and the remaining 88% in ten monthly tuition payments adjusted with the INPC.



PAYMENT SCHEDULE A & B

PAYMENT SCHEDULE A

Number of Children	Registration fee Amounts are quoted in Mexican pesos
One child	95,800
Two children	94,000
Three children	88,000
Four or more children	83,500

Amounts are quoted in Mexican Pesos

Monthly tuition fee	Early Childhood M-PK-K	Grades P1 -6	Grades 7-9	Grades 10 -12
Septiembre 2023	14,930	18,720	21,800	22,210

This fee corresponds to the tuition for the month of September 2023 and the fees for October 2023 to June 2024, that are adjusted according to the National Index of Consumer Prices (INPC) that the Bank of Mexico publishes in the Official Federation Journal where August's Index will adjust October's fees; September's Index will adjust November's, and so on, will be published on the school web page.

PAYMENT SCHEDULE B

Monthly tuition fee	Registration fee Amounts are quoted in Mexican pesos
One child	28,740
Two children	26,954
Three children	20,949
Four or more children	16,399

Amounts are quoted in Mexican Pesos

Number of Children	Early Childhood M-PK-K	Grades P1 -6	Grades 7-9	Grades 10 -12
Septiembre 2023	21,636	25,426	28,506	28,916

This fee corresponds to the tuition for the month of September 2023 and the fees for October 2023 to June 2024, that are adjusted according to the National Index of Consumer Prices (INPC) that the Bank of Mexico publishes in the Official Federation Journal where August's Index will adjust October's fees; September's Index will adjust November's, and so on, will be published on the school web page. The last day this schedule can be chosen is September 10, 2023

DISCOUNTS

Registration Fee: If the amount is paid in full before or during the established dates for the enrollment process, February 27 to March 24, 2023, a 3% discount will be given.

Tuition: If all ten tuition payments are made by September 10, 2023, the monthly inflation adjustment will not apply and there will be a 4% discount.

ITEMS COVERED UNDER THE REGISTRATION PAYMENT

- Guaranteed place for the student for the school year they have registered for
- Updating and supplying new material and equipment for the laboratories, classrooms, and libraries
- Up to date, imported educational resources
- Textbook loans
- Classrooms equipped with computers and video projector
- Libraries with laptops and tablets
- Laptop Program in grades 7-12
- Campus restoration and remodeling to provide improved work areas for students
- CCTV and campus access control system
- School identification
- Guaranteed Education Insurance

ITEMS COVERED UNDER TUITION

- An academic program recognized worldwide through accreditation by Cognia/SACS Casi (Southern Association of Colleges and Schools), the incorporation with the SEJ (Secretary of Public Education Jalisco) and the agreement with the UNAM (National Autonomous University of Mexico)
- Reduced class sizes
- Salaries of highly qualified and experienced teachers, 60% foreign trained
- A complete student co-curricular program including music, art, P.E., library, technology, human development, as well as an environmental awareness orientation
- The organization of educational trips for students to travel in Mexico and abroad
- Career orientation for students
- A continuous staff development program for all faculty and support staff
- Membership in a variety of prestigious national and international educational associations
- Yearbook
- Local transportation for events organized by the school
- Provision for psychological and academic support services that students may require
- On-going campus maintenance.

THIS IS A NON-OFFICIAL TRANSLATION

1ST CLAUSE.

The regulations established in this agreement will rule the whole country, and will apply to all elementary and middle type educational service lenders, with valid authorization and recognition, or those listed as non accredited institutions.

2ND CLAUSE.

The educational service lenders referred to in the previous clause must provide, before enrollment for each school year, to the parents, tutors, or users, the following written information:

- I. The content of this agreement.
- II. The relation between the different educational services, as well as the enrollment number of the agreement by which the incorporation was given. In case the latter is lacking, the enrollment number as a non accredited institution, and mentioning that these studies have no official recognition. In case both are missing, the reason for this should be explained;
- III. The total cost for the following concepts:
 - A) Enrollment or Re-Enrollment
 - B) Tuition and how many payments
 - C) Incorporation rights
 - D) Charges for extraordinary exams, tutoring courses, duplicate certificate, proofs of study, IDs, after school courses, special sports practices, and other extracurricular activities.
 - E) School transportation, when it is provided directly by the educational service lenders or the cost, in case the family; tutors, or service users, contract it directly with a concessionaire.
 - F) Food service, which the educational lender optionally gives, when the pupil stays after school, and
 - G) Payment calendars, discounts for paying before, and charges for late payments.

3RD CLAUSE.

The educational service lenders will only be allowed to charge, generally and mandatory, the concepts referred to in phrases a, b, and c, in the third fraction, of the past clause, giving as a guarantee that these concepts correspond to the usage of all necessary services, so that the students can fulfill all plans and study programs, and therefore anything related to the following is included:

- I. The usage of school libraries, labs, workshops, and other facilities in the educational facilities, and
- II. The usage of lab and workshop equipment, as well as anything related to sports teaching and practice. The latter, as long as it takes place during school hours, or as planned in the study programs.

4TH CLAUSE.

Fees cannot be stated or charged in a foreign currency. Tuition can be established according to grade. Educational service lenders shall accept payments made within the first ten days of the month without any additional cost.

5TH CLAUSE.

Educational service providers will be obliged to:

- I. Present to parents, guardians or users, through the parents' association or the group that represents the users of the educational service, the adjustments to the different fees and changes to the provisions or services contained in the Article 2 of this Agreement, for the following school year, at least sixty days before the re-enrollment period and to receive opinions through the same channel;
- II. Tuition cannot be raised during the school year, unless approved by a majority of parents, tutors, or users of the service, through an edict regarding the purpose, informing everyone, and justifying the increment which has to be attributed to a major event.
- III. Extraordinary payments cannot be established for parents, tutors or users of the service. When any donation is required, it has to be strictly voluntary whether it is monetary or in kind, and agreed upon individually.

IV. A total refund of tuitions must be made when told at least two months before that the student will not participate in the next school year, or one month before in case of smaller periods. If told in shorter notice, the discounts will be arranged with the parents, tutors or users at the time of re-enrollment.

V. Parents, tutors and users cannot be obliged to purchase school material, clothing, books, and other items or services with a certain distributor, if they can be found anywhere else. In case the items have to be purchased in a specific place, these must have prices similar to the ones available in other establishments.

VI. Costs due to celebrations of civic, social, or recreational events organized or promoted by the educational service lenders shall be strictly voluntary, without affecting the pupil's grade. The celebration of these events during school hours shall not have an additional cost for parents, tutors, or users.

VII. New books, supplies, or uniforms cannot be mandatory. Latest editions of books can be required, as well as clothes in a proper condition.

6TH CLAUSE.

School uniforms are not mandatory; parents, tutors, or users may discuss with the educational service lenders, the design, cost and supplier. Consumers are allowed to buy the uniforms where they prefer. This agreement should take place at least sixty days before enrollment. Uniforms must be the same for at least five years.

7TH CLAUSE.

The non-payment of three or more tuition fees, equivalent to at least three monthly payments, allows the educational service lenders to decide if the user will continue in the school. However it must be assured that the user remains in the National Educational System. The educational service lenders must notify the decision made in the previous paragraph at least 15 days in advance and parents, tutors, or users, will have the following rights:

- I.** Receiving official papers which they need, no later than 15 days after asking for them, without cost, and
- II.** Presenting extraordinary exams in equal conditions as the other pupils, previous payment of exam fees. The latter, as long as it takes place during school hours, or as planned in the study programs.

8TH CLAUSE.

When the student withdraws for different reasons than those described in the past clause, the school must give the parent, tutor or user all of the official papers in a period of 15 days after having asked for them and at no cost.

9TH CLAUSE.

Consumers' Federal Protection Law is violated, and punishes, any listing of students, or any other form of pointing out those students, whose tuition or fees required by the service lenders, were not paid by the parents, tutors or users. Moreover, it is considered forbidden to single out those students who did not pay fees, or did not carry out the cooperation plans organized or promoted by the educational service lenders or their teachers.

10TH CLAUSE.

The Consumers' Federal Protection Law is responsible for making sure the present agreement is enforced. Non-commercial issues of the educational service lenders correspond to the educational authorities in charge.

11TH CLAUSE.

The contracts of the educational service, according to the minimum basis of this agreement, will not require enrollment in the Federal Consumers Department.

TRANSITORY

FIRST. This agreement is valid the first day after its publication in the Federation's Official Journal.

SECOND. The relative arrangements regarding the payment of the tuition and other concepts referred to in this Agreement will be applicable starting in the school year 1992-1993.

México City, February 28, 1992, signed by Jaime Serra Puche, Ernesto Zedillo, Alfredo Baranda García-Rúbrica

Guadalajara, Jal., _____, _____ 2023.

THE AMERICAN SCHOOL FOUNDATION OF GUADALAJARA, A.C.
COLOMOS 2300, COL. ITALIA PROVIDENCIA

I, Mr. (Mrs.), _____

Father ___ Mother ___ Tutor ___ of (child's name _____)

I am interested in the school's major medical group insurance starting August 17, 2023 and ending August 16, 2024. I agree with all the conditions that are required.

I also agree with the insurance payment, which is for the amount of \$13,125.00 which I will pay at the time of enrollment.



I AM IN AGREEMENT WITH THE ABOVE

SIGNATURE

Guadalajara, Jal., _____, _____ 2023.

THE AMERICAN SCHOOL FOUNDATION OF GUADALAJARA, A.C.
COLOMOS 2300, COL. ITALIA PROVIDENCIA

I, Mr. (Mrs.), _____

Father ___ Mother ___ Tutor ___ of (child's name _____)

I am not interested in the school's major medical group insurance and I release the school of any responsibility for medical expenses incurred due to accidents that may occur to my child on campus and during school sponsored activities.

I AM IN AGREEMENT WITH THE ABOVE



SIGNATURE