



# The International School of Azerbaijan

## BILLING INSTRUCTIONS FOR SCHOOL TUITION FEE INVOICES

Tel: 994 (12) 404 1201  
E-mail: accountant@tisa.az

FAMILY NAME OF CHILD	FIRST NAME(S) OF CHILD	DATE OF BIRTH ____ / ____ / ____ dd /mm/yy	Entry Grade (For Office Use)
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<b>TO BE COMPLETED BY SELF-PAYERS</b>		Tier 1 <input type="checkbox"/> Tier 2 <input type="checkbox"/> (for office use)
Name of person responsible for payment of invoice		
Email	Telephone	
Mailing address to which invoice should be sent		
How will the invoice be paid? (please ✓) <input type="checkbox"/> Check <input type="checkbox"/> Bank transfer		
Name of parent (as on passport – please print):	BP ID number ( <i>BP only!</i> ):	
I verify that all details above are correct. I undertake to pay all bills as detailed in the TISA fee schedule until written confirmation of intention to withdraw the above student is provided.		
Signature of parent	Date	

<b>TO BE COMPLETED BY NON SELF-PAYERS (COMPANIES)</b>	
Name of parent	BP ID number ( <i>BP only!</i> ):
Name of company responsible for payment of invoice	
Is this company a PSA (Production Sharing Agreement) related company? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Company classification (please ✓) <input type="checkbox"/> Tier 1 (oil-related) <input type="checkbox"/> Tier 2 (non oil-related)	
Contact person	Accounts department email
Accounts department telephone	Accounts department fax
How will the invoice be paid? (please ✓) <input type="checkbox"/> Check <input type="checkbox"/> Bank transfer	
Mailing address to which invoice should be sent:	
I verify that all details above are correct. On behalf of the employee above, I guarantee that our company will pay all bills as detailed in the TISA fee schedule until written confirmation of intention to withdraw the above student is provided. I will contact TISA immediately when the company's responsibility for payment of school fees ends.	
Name of person authorized to approve (please print)	Position in company
Signature	Company stamp
Date	

Tuition and fee payments must be made no later than three days before the beginning of each term. Late payments are subject to a 1.5% interest charge per month (18% per annum). Students may not be allowed to attend school if fees are not paid. A student who leaves before the October break of Term 1 will be liable to pay 50% of the term fees. The Annual Registration Fee and the Capital Levy are non-reimbursable. A student who leaves after the October break in Term 1 will be liable to pay 100% of the term fees. The Annual Registration Fee and the Capital Levy are non-reimbursable. In Terms 2 and 3 a student who attends for more than one day of school is normally liable for fees for the complete term. The Annual Registration Fee and the Capital Levy are non-reimbursable. In the case of transfer or withdrawal of a student the School requires at least ONE MONTH'S written notice to be given to the Admissions Officer. Verbal communications will not be accepted. If no such written notification is received, the term's billing will take place as usual. No school records will be released until all financial obligations have been met.