



# **Pamoja Admissions Timeline and Fees**

November Cambridge International  
examinations and IB DP examinations

Feb 2021 Academic Year

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## General comments

- All prices are quoted in US dollars.
- All contracts must be with Cambridge International Schools and IB World Schools. Pamoja Education does not contract with any other party (including parents).
- All requests for transfers and course/level changes must be approved by Pamoja's Academic Team.
- Terms and conditions are as per the relevant terms and conditions (also known as Participation Agreement). These can be found on Pamoja's public website here: <https://pamojaeducation.com/terms/terms-of-service>.
- Schools are required to accept these terms and conditions when enrolling students.

## Pamoja Online Courses – IB Diploma Programme

### IB Diploma subjects (excluding Extended Essay)

*November 2022 IB Diploma exams*

Please refer to the quote provided by your Business Development Consultant to find out the total amount of tuition fees your school will be charged.

Pamoja Online Courses IB Diploma courses offered (subject to receiving sufficient enrolments) detailed below:

#### **Core elements**

- Theory of Knowledge

#### **Studies in language and literature**

- English A Language and Literature HL & SL

#### **Language acquisition**

- French ab initio
- Mandarin ab initio
- Spanish ab initio
- Spanish B SL

#### **Individuals and societies**

- Business Management HL & SL
- Economics HL & SL
- ITGS HL & SL
- Philosophy SL
- Psychology HL & SL

#### **Mathematics**

- Mathematics: Analysis and Approaches HL & SL
- Mathematics: Applications and Interpretations HL & SL

#### **The arts**

- Film SL

## *November 2021 IB Diploma exams*

Please refer to the quote provided by your Business Development Consultant to find out the total amount of tuition fees your school will be charged.

Pamoja Online Courses IB Diploma courses offered (subject to receiving sufficient enrolments) detailed below:

### **Language acquisition**

- French ab initio
- Mandarin ab initio
- Spanish ab initio
- Spanish B SL

### **Individuals and societies**

- Business Management HL & SL
- Economics HL & SL
- ITGS HL
- Philosophy SL
- Psychology HL & SL

### **Mathematics**

- Mathematics: Analysis and Approaches HL

### **The arts**

- Film SL

## Year 1 lifecycle: key dates and special fees

	Registration opens Aug 2020	Courses start 10 Feb 2021	Registration deadline and Y1 drop date 9 Mar 2021
	Pre 10 Feb 2021	10 Feb to 9 Mar 2021	From 10 Mar 2021
Withdrawals	No fee	No fee	Full Y1 tuition fee payable
Course/Level changes	No fee	No fee	Minimum switch fee of \$400 ( <a href="#">Note 1</a> )
Late starter and transfer student	N/A	N/A	Minimum transfer fee of \$400 plus full tuition fee payable ( <a href="#">Note 2</a> )
Failure to complete SBC orientation by Y1 drop date	N/A	N/A	Email reminders will be sent ( <a href="#">Note 3</a> )

### Key points

- Fees apply per enrolment and per course.
- Where dates apply (e.g. to withdrawals), Pamoja must be informed in writing by the deadline. Verbal communication is not adequate – a written record must be available.

#### Note 1 (Course and level changes from 10 March 2021)

- Request requires a transfer review. The review will consider what catch-up work is required to be performed by the student, whether this is achievable and what additional teaching support is required.
- If the change is approved, then a minimum switch fee of \$400 will apply (it will be more if additional teaching support is required). There is just one tuition fee (we don't charge tuition fees for both courses).
- No fee will be charged if the change is not approved.
- If the Pamoja Academic Team initiates a level change, then no switch fee will apply.

#### Note 2 (Transfer students from 10 March 2021)

- Request requires a transfer review. The review will consider what catch-up work is required to be performed by the student, whether this is achievable and what additional teaching support is required.

- If the transfer is approved, then a minimum transfer fee of \$400 will apply (it will be more if additional teaching support is required) in addition to the full tuition fee.
- No fee will be charged if the transfer is not approved.
- If a transfer withdraws at any stage after enrolment then the full tuition fee and the full transfer fee both remain payable.

### Note 3 (SBC orientation)

The Site-based Coordinator (SBC) orientation is a free short self-paced orientation course designed to familiarise SBCs with the navigation of our Pamoja Online Courses platform, as well as the main concepts and online tools that they will need to utilise in order to best support students in their online course.

There is a strong correlation between successful students and SBCs who have completed their training. It is therefore a contractual requirement that all SBCs complete their training.

## Year 2 lifecycle: key dates and special fees

	End of Y1 for Y2 courses			
	N2020 cohort		Y2 courses start	
	3 Nov 2020		10 Feb 2021	
	Pre 3 Nov 2020	3 Nov 2020 to 9 Feb 2021	10 Feb to 23 Feb 2021	From 24 Feb 2021
Withdrawals	Y1 fees apply	No Y2 tuition fee <a href="#">(Note 1)</a>	\$400 admin fee No Y2 tuition fee <a href="#">(Note 1)</a>	Full Y2 tuition fee payable <a href="#">(Note 1)</a>
Course/Levels changes	Y1 fees apply	Minimum switch fee of \$400 <a href="#">(Note 2)</a>	Minimum switch fee of \$400 <a href="#">(Note 2)</a>	Minimum switch fee of \$400 <a href="#">(Note 2)</a>
Transfer student	Y1 fees apply	Minimum transfer fee of \$400 plus full Y2 tuition fee payable <a href="#">(Note 3)</a>	Minimum transfer fee of \$400 plus full Y2 tuition fee payable <a href="#">(Note 3)</a>	Minimum transfer fee of \$400 plus full Y2 tuition fee payable <a href="#">(Note 3)</a>

### Key points

- Fees apply per enrolment and per course.
- Where dates apply (eg to withdrawals), Pamoja must be informed in writing by the deadline. Verbal communications is not adequate – a written record must be available.

### **Note 1 (Y2 course withdrawals)**

- Any withdrawal made prior to 3 November 2020 is treated as a Y1 withdrawal (no refund of Y1 tuition fee, no Y2 tuition fee).
- Provided Pamoja are informed in writing before the end of 9 February 2021 that the student will not be returning for Y2, then no Y2 tuition fee is due.
- Provided Pamoja are informed in writing between 10 February 2021 and the end of 23 February 2021 that the student will not be returning for Y2, then no Y2 tuition fee is due, but here will be a \$400 administration fee for late withdrawal.
- If a student withdraws after 24 February, then the full Y2 tuition fee is payable (note there is no Y2 drop date).

### **Note 2 (Course and level changes)**

- Request requires a transfer review. The review will consider what catch-up work is required to be performed by the student, whether this is achievable and what additional teaching support is required.
- If the change is approved, then a minimum switch fee of \$400 will apply (it will be more if additional teaching support is required). There is just one Y2 tuition fee (we don't charge tuition fees for both courses).
- No fee will be charged if the change is not approved.
- If the Pamoja Academic Team initiates a level change, then no switch fee will apply.

### **Note 3 (Transfer students)**

- Request requires a transfer review. The review will consider what catch-up work is required to be performed by the student, whether this is achievable and what additional teaching support s required.
- If the transfer is approved, then a minimum transfer fee of \$400 will apply (it will be more if additional teaching support is required) in addition to the full Y2 tuition fee.
- If a transfer withdraws by the end of 9 February 2021 then no fees are due.
- If a transfer withdraws from 10 February 2021, then the full Y2 tuition fee is payable as well as the full transfer fee.

## **Special considerations**

### **Pamoja students moving schools**

If a Pamoja student moves to another IB World School during the academic year, the new school will not be charged unless the original school has not paid. Overall there will only be one tuition fee.



### **Medical exceptions**

In the case where a student has had to leave their online course due to medical conditions, the fee charged can be reviewed. Approval required from Pamoja Operations Director.

### **Extended Essay**

Please refer to the quote provided by your Business Development Consultant to find out the total amount of Pamoja Online Courses Extended Essay fees your school will be charged. The Pamoja Online Courses Extended Essay (EE) fee is chargeable from enrolment and non-refundable.

The student must be taking a Pamoja Online Courses course with us to be eligible for Pamoja Online Courses Extended Essay.

The Extended Essay must be in a subject where we offer a Pamoja Online Courses course (but the student doesn't have to be taking that course with us, so, for example, a student taking Pamoja Online Courses Mathematics HL could do an extended essay in Psychology).

An additional Extended Essay fee will be charged in case of a change of Pamoja Online Courses EE subject.

We reserve the right not to accept EE requests where we do not have teacher capacity.

## **Pamoja Lesson Suite - Cambridge Upper Secondary and Cambridge Advanced**

Please refer to the quote provided by your Business Development Consultant to find out the total amount of Pamoja Lesson Suite fees your school will be charged.

The following Pamoja Lesson Suite courses will be available for Cambridge International Schools.

*November 2021 and 2022 Cambridge exams*

### **Cambridge IGCSE subjects**

- Business Studies (0450)
- Biology (0610)
- Chemistry (0620)
- Computer Science (0478)
- Economics (0455)
- Geography (0460)
- ICT (0417)
- Mathematics (0580)
- Mathematics – additional (0606)
- Physics (0625)

### **Cambridge International AS and A Level subjects**

- Accounting (9706)
- Business (9609)
- English General Paper (8021)
- Law (9084)
- Mathematics Route A (9709)

- Mathematics Route B (9709)
- Psychology (9990)
- Thinking Skills (9694)

Enrolments can be at any date from August 2020. Courses will be available for use by schools with enrolments from February 2021.

One Pamoja Lesson Suite subscription provides a maximum number of named students access to the full content of a single course for one academic year (or until the end of the current academic year if enrolments occur part way through the academic year). Content will be available from February 2021.

## **Pamoja Lesson Suite – IB Diploma Programme**

If you're interested in Pamoja Lesson Suite for IB Diploma Programme, please contact [admissions@pamojaeducation.com](mailto:admissions@pamojaeducation.com) for more information.

### **Pamoja Lesson Suite subscription terms**

- Charges apply once a named student has been enrolled in the course.
- Students can be enrolled at any time, there is no enrolment deadline. If a student enrolls part way through the academic year, the full subscription fee applies for that academic year.
- Subscriptions cannot be transferred between students.
- If a student switches courses then this will require an additional subscription (but there is no additional switch fee).
- If a student decides not to continue with the course part way through the year, then the full subscription fee for that academic year remains payable.
- If a student has been enrolled for year one in the previous academic year, then:
  - If the School informs Pamoja the student is not returning for year two prior to the end of 9 February 2021, then no Y2 subscription fee will be charged.
  - From 10 February 2021, the full Y2 subscription fee is payable.

## Invoicing frequently asked questions

### **When are invoices published?**

- Invoices are emailed to the school billing contact from mid-March.
- A weekly invoicing run is performed as required following the initial invoicing run.
- **What forms of payment are accepted?**
- Our preferred method of payment is Bank Transfer. We will also accept Mastercard and Visa Credit and Debit Card payments and can also take cheques.
- At this stage, we do not accept American Express or PayPal payment.

### **What are the payment terms?**

- Payments are due 30 days after the invoice date.
- The contract and therefore financial liability is with the school due to our agreements with the examination boards. Schools are therefore invoiced and it is their responsibility to pay.
- Invoices are raised against each school cohort and cannot be raised for individual students.
- Failure to make full payment will ultimately result in withdrawal of services.

## List of abbreviations

DP	Diploma Programme
EE	Extended Essay
HL	Higher Level
IB	International Baccalaureate
SL	Standard Level
TOK	Theory of Knowledge
Y1	Year one
Y2	Year two