



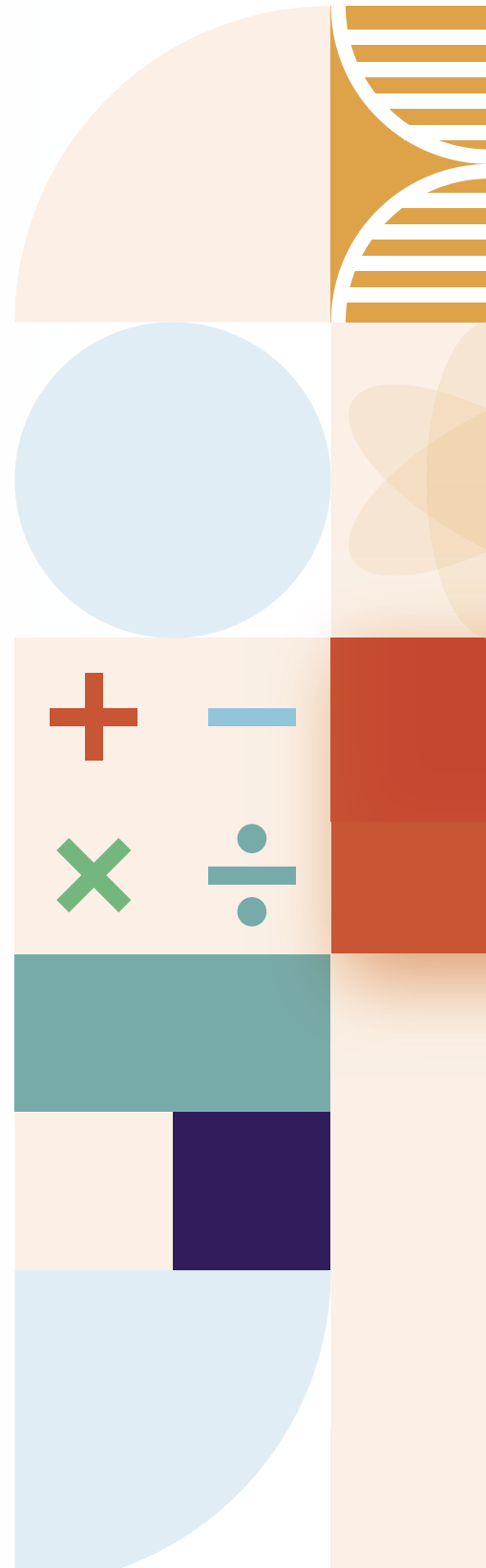
# Pamoja Admissions

2021/22 Academic Year


- ✓ May International Baccalaureate examinations
- ✓ June Cambridge International examinations



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# General comments

- All prices are quoted in USD, GBP, Euros and RMB.
- 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 website here: <https://pamojaeducation.com/terms/terms-of-service>.
- Schools are required to accept these terms and conditions when enrolling students.



## **Pamoja Online Courses - Cambridge International Upper Secondary and Cambridge International Advanced**

### **June 2023 Cambridge 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 Cambridge International courses offered (subject to receiving sufficient enrolments) detailed below:

#### **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)



## June 2022 Cambridge international 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 Cambridge International courses offered (subject to receiving sufficient enrolments) detailed below:

### **Cambridge IGCSE subjects**

- Business Studies (0450)
- Computer Science (0478)
- Geography (0460)
- Physics (0625)

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

- Business (9609)
- Mathematics Route A (9709)
- Mathematics Route B (9709)
- Psychology (9990)



Pamoja Online Courses Cambridge IGCSE tuition fees:

Year	USD	GBP	Euros	RMB
Year 1 (September 2021)	\$840	£655	€735	¥6,718
Year 2 (September 2022)	\$880	£685	€770	¥7,048

Pamoja Online Courses Cambridge International AS and ALevel tuition fees:

Year	USD	GBP	Euros	RMB
Year 1 (September 2021)	\$1,320	£1,030	€1,160	¥10,578
Year 2 (September 2022)	\$1,380	£1,075	€1,210	¥11,048

Cambridge International AS and ALevel One Year Courses – English General (8021) tuition fees:

Year	USD	GBP	Euros	RMB
Full fee for course	\$1,320	£1,030	€1,160	¥10,578

Cambridge International AS and ALevel One Year Courses – English General (8021), Further Mathematics (9231) and Mathematics (One Year) (9709) tuition fees:

Year	USD	GBP	Euros	RMB
Full fee for course	\$2,650	£2,065	€2,320	¥21,138

\*Admissions fees and transfer fees:

USD	GBP	Euros	RMB
\$2,650	£2,065	€2,320	¥21,138

Pamoja Admissions Timeline and Fees dated March 2021 for 2021/22 academic year (May/June exam sessions)



## Year 1 lifecycle: key dates and special fees



	Pre 8 sep 2021	8 sep to 5 oct 2021	from 6 oct 2021
Withdrawals	No fee	No fee	Full Y1 tuition fee payable
Course changes	No fee	No fee	Minimum switch fee of \$420* (Note 1)
Late starter & Transfer student	N/A	N/A	Minimum transfer fee of \$420* plus full tuition fee payable (Note 2)
Failure to complete SBC orientation by Y1 drop date	N/A	N/A	Email reminders will be sent (Note 3)

## 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 communication is not adequate – a written record must be available.

### Note 1 (Course changes from 6 Oct 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 \$420 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.

## **Note 2 (Late Starters and Transfer students from 6 Oct 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 \$420 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)**

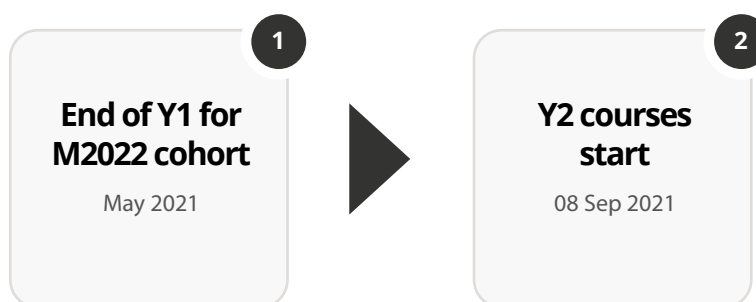
The Site-based Coordinator (SBC) orientation is a free short self-paced orientation course designed to familiarise SBCs with the navigation of our Pamoja Online Courses platform, as well as the main concepts and online tools that they will need to utilise in order to best support students in their online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



	Pro 26 May 2021	27 May to 7 Sep 2021	8 Sep to 21 Sep 2021	From 22 Sep 2021
Withdrawals	Y1 fees apply	No Y2 tuition fee (Note 1)	\$420* admin fee No Y2 tuition fee (Note 1)	Full Y2 tuition fee payable (Note 1)
Course/Level changes	Y1 fees apply	Minimum switch fee of \$420 (Note 2)	Minimum switch fee of \$420 (Note 2)	Minimum switch fee of \$420 (Note 2)
Transfer student	Y1 fees apply	Minimum transfer fee of \$420 plus full Y2 tuition fee payable (Note 3)	Minimum transfer fee of \$420 plus full Y2 tuition fee payable (Note 3)	Minimum transfer fee of \$420 plus full Y2 tuition fee payable (Note 3)

## 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.
- Year 2 transfer requests for J2022 students will be considered for IGCSE Business Studies (0450), Computer Science (0478), Geography (0460), Physics (0625) and International A Level Business (9609) and Psychology (9990) only.

### Note 1 (Y2 course withdrawals)

- Any withdrawal made prior to 26 May 2021 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 7 September 2021 that the student will not be returning for Y2, then no Y2 tuition fee is due.
- Provided Pamoja are informed in writing between 8 September 2021 and the end of 21 September 2021 that the student will not be returning for Y2, then no Y2 tuition fee is due, but there will be a \$420 administration fee for late withdrawal.
- If a student withdraws after 22 September 2021, then the full Y2 tuition fee is payable.

## 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 \$420 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 is required.
- If the transfer is approved, then a minimum transfer fee of \$420 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 7 September 2021 then no fees are due.
- If a transfer withdraws from 8 September 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 Cambridge International 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 and if specific criteria met, can be partially refunded. Approval required from the Pamoja Senior Management team.



# Pamoja Online Courses – International Baccalaureate Diploma Programme

## IB Diploma subjects (excluding Extended Essay)

May 2022 and May 2023 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 Taught 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



Pamoja Online Courses IBDP tuition fees (excluding EE):

Year	USD	GBP	Euros	RMB
Year 1 (September 2021)	\$1,320	£1,030	€1,160	¥10,578
Year 2 (September 2022)	\$1,390	£1,080	€1,220	¥11,128

Pamoja Online Courses IBDP ab initio language courses and Film SL tuition fees:

Year	USD	GBP	Euros	RMB
Year 1 (September 2021)	\$1,420	£1,100	€1,245	¥11,418
Year 2 (September 2022)	\$1,500	£1,170	€1,315	¥11,998

Pamoja Online Courses IBDP EE tuition fees:

Year	USD	GBP	Euros	RMB
Full fee for two year course	\$420	£330	€370	¥3,388

Admissions fees and transfer fees:

USD	GBP	Euros	RMB
\$420	£330	€370	¥3,388



## Year 1 lifecycle: key dates and special fees



	Pre 2 sep 2021	8 sep to 5 oct 2021	from 6 oct 2021
Withdrawals	No fee	No fee	Full Y1 tuition fee payable
Course/Level Changes	No fee	No fee	Minimum switch fee of \$420* (Note 1)
Late starter & Transfer student	N/A	N/A	Minimum transfer fee of \$420* plus full tuition fee payable (Note 2)
Failure to complete SBC orientation by Y1 drop date	N/A	N/A	Email reminders will be sent (Note 3)

## 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 communication is not adequate – a written record must be available.

### Note 1 (Course and level changes from 6 Oct 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 \$420 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 (Late Starters and Transfer students from 6 Oct 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 \$420 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.

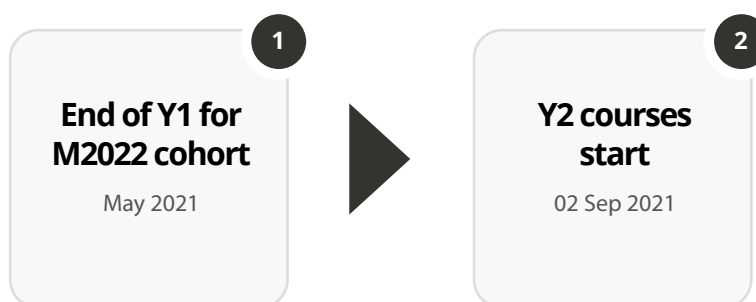
## **Note 3 (SBC orientation)**

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



	Pro 26 May 2021	26 May to 8 Sep 2021	8 Sep to 21 Sep 2021	From 22 Sep 2021
Withdrawals	Y1 fees apply	No Y2 tuition fee (Note 1)	\$420* admin fee No Y2 tuition fee (Note 1)	Full Y2 tuition fee payable (Note 1)
Course/Level changes	Y1 fees apply	Minimum switch fee of \$420 (Note 2)	Minimum switch fee of \$420 (Note 2)	Minimum switch fee of \$420 (Note 2)
Transfer student	Y1 fees apply	Minimum transfer fee of \$420 plus full Y2 tuition fee payable (Note 3)	Minimum transfer fee of \$420 plus full Y2 tuition fee payable (Note 3)	Minimum transfer fee of \$420 plus full Y2 tuition fee payable (Note 3)
Failure to correctly register Y2 students on IBIS by 15 January 2022				Email reminders will be sent (Note 4)

## 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 26 May 2021 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 7 September 2021 that the student will not be returning for Y2, then no Y2 tuition fee is due.
- Provided Pamoja are informed in writing between 8 September 2021 and the end of 21 September 2021 that the student will not be returning for Y2, then no Y2 tuition fee is due, but there will be a \$420 administration fee for late withdrawal.
- If a student withdraws after 22 September 2021, then the full Y2 tuition fee is payable.



## **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 \$420 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 (Late Starters and 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 is required.
- If the transfer is approved, then a minimum transfer fee of \$420 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 7 September 2021 then no fees are due.
- If a transfer withdraws from 8 September 2021, then the full Y2 tuition fee is payable as well as the full transfer fee.

## **Note 4 (IBIS registration)**

- It is the IB World School's Diploma Programme Coordinator's responsibility to register Pamoja Online Courses Year two students as online candidates on the International Baccalaureate's system IBIS ahead of the November examinations, or inform us in writing that the student will not be registered at all on IBIS since not sitting the final examinations.
- Failure to successfully register students as online candidates on IBIS results in significant additional work for Pamoja, and ultimately can result in the candidate not completing their IB DP.





## Special considerations

### Pamoja students moving schools

If a Pamoja student moves to another Cambridge International 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 and if specific criteria met, can be partially refunded. Approval required from the Pamoja Senior Management team.

## 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 Taught Mathematics HL could do an extended essay in Psychology). Subject to approval by the Pamoja Academic team.

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 International Upper Secondary and Cambridge International Advanced and International Baccalaureate Diploma Programme**

All Pamoja Online Courses subjects are also available as Pamoja Lesson Suite. 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.





## Invoicing frequently asked questions

### When are invoices published?

- Invoices are emailed to the school billing contact from mid-October 2021.
- 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
POC	Pamoja Online Courses
PLS	Pamoja Lesson Suite
SL	Standard Level
TOK	Theory of Knowledge
Y1	Year one
Y2	Year two

