



*Bermuda Institute  
of Seventh-day Adventists*

P.O. Box SN 114  
Southampton SN BX  
Bermuda  
Phone (441) 238-1566  
Fax (441) 238-1309

March 29, 2022

Dear Parents and Guardians:

Re: Tuition Increases – Effective July 1, 2022

Our number one priority has been, and always will be, to provide excellent academic, physical and spiritual education to our students. We believe that we are not only training your child for this world but for eternity.

As we continue this mission, the Bermuda Institute School Board has approved a small increase in tuition for the 2022-2023 school year of 2.3% for constituent students and 2.5% for non-constituent students. We realize there is never a good time for a tuition increase, especially during these challenging economic conditions. But we recognize that without this increase the quality parents expect from Christian education would be at risk. We froze tuition after the last increase in 2019, however, we can no longer absorb the inflation of our operating expenses.

Attached you will see the new tuition and fees payment plans and discounts information. As usual we also offer early payment and sibling discounts. In addition, we offer monthly payment plans starting from July until April. Kindly remember that **financial registration payments for the new school year must be completed by July 15, 2022** to receive relevant discounts.

On behalf of Bermuda Institute of Seventh-day Adventists, please accept our gratitude for your continued confidence in our school and the lifelong value that Christian education provides. Feel free to email me at [twarner@bermudainstitute.bm](mailto:twarner@bermudainstitute.bm) for further information, questions or concerns.

Sincerely,

A handwritten signature in black ink, appearing to read "Tanya Warner".

Tanya Warner, MBA  
Business Manager

*"Building Lives for Eternity"*

*Accredited by the Accrediting Association of Seventh-day Adventist Schools, Colleges and Universities, the National Council for Private School Accreditation, and the Middle States Association of Colleges and Schools Commissions on Elementary and Secondary Schools.*



**BERMUDA INSTITUTE**  
**TUITION & FEES FOR 2022-2023 SCHOOL YEAR**  
**(NON-CONSTITUENT RATE - \$16,000 per year)**

**PAYMENT PLAN SCHEDULE FOR GRADES PRE-K - 12**

**YEARLY PLAN** \$15,243 - The yearly pre-payment (*which includes a discount*) is to be made by July 15<sup>th</sup>, OR THE DISCOUNT WILL BE FORFEITED.

**SEMESTER PLAN** \$8,198 – The First semester pre-payment must be made by July 15<sup>th</sup>, OR THE DISCOUNT WILL BE FORFEITED.

\$7,348 – The Second semester payment must be made by January 16<sup>th</sup>, OR THE DISCOUNT WILL BE FORFEITED. (*Semester payments include a discount*)

**MONTHLY PLAN** (*this plan requires a written request addressed to the business manager for approval*)

\$2,365 – The pre-payment, made by July 15<sup>th</sup>, is to be followed by nine (9) tuition payments of:

\$1,515 – Monthly payments – from August to April – due by the 15<sup>th</sup> of each month

Graduation fee of \$100 for Grades 8 & 12, which is non-refundable, is billed at the beginning of the 1<sup>st</sup> semester.

**OTHER DISCOUNTS** Please email the Business Manager for sibling discounts, or any other financial questions to [twarner@bermudainstitute.bm](mailto:twarner@bermudainstitute.bm).

**REFUND POLICY**

Tuition and fees are charged by the semester. Hence, any student admitted to Bermuda Institute is charged for the whole semester. Those parents who have been granted special permission to follow a monthly payment plan, *must still pay for the whole semester*. Therefore, requests for withdrawals do not affect the current semester charges.

*Written withdrawal notification must be received by the end of June or December to avoid being billed for the next semester. Once the semester has started, there will be NO refunds.*

*If you withdraw your child from Bermuda Institute without clearing all outstanding monies owed, your account will be placed with the Bermuda Credit Association for collection, which will incur an additional 25% collection fee for you. Students who do not obey school rules and as a result are dismissed or expelled, will still be required to pay any outstanding tuition and will not be granted a refund.*

**NOTE:**

A \$100 late fee will be applied to a student's account if the required Tuition/Fees have not been paid by the July Financial Registration dates. An *additional* \$20 late fee will be charged to each account for every month that the account is in arrears.

**There is a processing fee of 2% for debit card and 4% for credit card transactions. To avoid this fee, payments should be made with cash, checks, or via online banking. Bill payments can be processed online with HSBC or Butterfield Banks only.**

***NO STUDENT CAN BE REGISTERED FOR THE NEW SCHOOL YEAR WITH AN OUTSTANDING BALANCE FROM THE PREVIOUS YEAR. FINANCIAL REGISTRATION FOR STUDENTS MUST BE COMPLETED IN ORDER TO BE ADMITTED.***

**FINANCIAL SUSPENSION**

Students with outstanding accounts two (2) months and over will be placed on financial suspension and will not be allowed to return to school until their account is cleared.

Students are **NOT** allowed to take Semester Exams unless their account is cleared.

**RELEASE OF REPORTS AND PUBLICATIONS**

End of year report cards, graduation diplomas, transcripts and yearbooks **are held until** accounts are paid in full.



**BERMUDA INSTITUTE**  
**TUITION & FEES FOR 2022-2023 SCHOOL YEAR**  
**(CONSTITUENT RATE - \$12,100 per year)**

**PAYMENT PLAN SCHEDULE FOR GRADES PRE-K - 12**

**YEARLY PLAN**    \$11,538 - The yearly pre-payment (*which includes a discount*) is to be made by July 15<sup>th</sup>,  
**OR THE DISCOUNT WILL BE FORFEITED.**

**SEMESTER PLAN** \$6,306 – **The First semester** pre-payment must be made by July 15<sup>th</sup>, **OR THE DISCOUNT WILL BE FORFEITED.**  
  
\$5,456 – **The Second semester** payment must be made by January 16<sup>th</sup>, **OR THE DISCOUNT WILL BE FORFEITED.** (*Semester payments include a discount*)

**MONTHLY PLAN** (*this plan requires a written request addressed to the business manager for approval*)  
\$1,975 – **The pre-payment, made by July 15<sup>th</sup>,** is to be followed by nine (9) tuition payments of:  
\$1,125 – **Monthly payments** – from August to April – due by the 15<sup>th</sup> of each month

*Graduation fee* of \$100 for Grades 8 & 12, *which is non-refundable*, is billed at the beginning of the 1<sup>st</sup> semester.

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