



# Pamoja Admissions

## 2020/21 Academic Year

June Cambridge International examinations  
and May IB DP examinations

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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-and-conditions/>.
- Schools are required to accept these terms and conditions when enrolling students.

## **Pamoja Taught - Cambridge Upper Secondary and Cambridge Advanced**

### **June 2022 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 Taught Cambridge 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 2021 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 Taught Cambridge courses offered (subject to receiving sufficient enrolments) detailed below:

### **Cambridge IGCSE subjects**

- Business Studies (0450)
- ICT (0417)
- Mathematics (0580)

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

- Business (9609)
- Mathematics Route A (9709) Single Year
- Mathematics – Further (9231) Single Year

## Year 1 lifecycle: key dates and special fees



	Pre 2 Sep 2020	2 Sep to 29 Sep 2020	From 30 Sep 2020
<b>Withdrawals</b>	No fee	\$400 admin fee No tuition fee	Full Y1 tuition fee payable
<b>Course changes</b>	No fee	No fee	Minimum switch fee of \$400 ( <a href="#">Note 1</a> )
<b>Late starter and transfer student</b>	N/A	N/A	Minimum transfer fee of \$400 plus full tuition fee payable ( <a href="#">Note 2</a> )
<b>Failure to complete SBC orientation by Y1 drop date</b>	N/A	N/A	\$100 ( <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 communication is not adequate – a written record must be available

### Note 1 (Course changes from 30 Sep 2020)

- 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.

**Note 2 (Transfer students from 29 Sep 2020)**

- 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 Taught 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. As a further encouragement, we charge schools \$100 if an SBC has not completed the training by the Y1 drop date (29 Sep 2020) or within 4 weeks of the school's registration on Pamoja's system, whichever later.



## Year 2 lifecycle: key dates and special fees



	Pre 27 May 2020	27 May to 1 Sep 2020	2 Sep to 15 Sep 2020	From 16 Sep 2020
<b>Withdrawals</b>	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> )
<b>Course/Level changes</b>	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> )
<b>Transfer student</b>	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.
- Year 2 transfer requests for J2021 students will be considered for IGCSE Business Studies (0450), IGCSE ICT (0417) and International A Level Business (9609) only.

### Note 1 (Y2 course withdrawals)

- Any withdrawal made prior to 25 May 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 1 September 2020 that the student will not be returning for Y2, then no Y2 tuition fee is due.

- Provided Pamoja are informed in writing between 2 September 2020 and the end of 15 September 2020 that the student will not be returning for Y2, then no Y2 tuition fee is due, but there will be a \$400 administration fee for late withdrawal.
- If a student withdraws after 16 September 2020, 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 \$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 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 Y2 tuition fee.
- If a transfer withdraws by the end of 1 September 2020 then no fees are due.
- If a transfer withdraws from 2 September 2020, 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 Pamoja Operations Director.

## Pamoja Taught – IB Diploma Programme

### IB Diploma subjects (excluding Extended Essay)

May 2021 and May 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 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

## Year 1 lifecycle: key dates and special fees



	Pre 2 Sep 2020	2 Sep to 29 Sep 2020	From 30 Sep 2020
<b>Withdrawals</b>	No fee	\$400 admin fee No tuition fee	Full Y1 tuition fee payable
<b>Course/Level changes</b>	No fee	No fee	Minimum switch fee of \$400 ( <a href="#">Note 1</a> )
<b>Late starter and transfer student</b>	N/A	N/A	Minimum transfer fee of \$400 plus full tuition fee payable ( <a href="#">Note 2</a> )
<b>Failure to complete SBC orientation by Y1 drop date</b>	N/A	N/A	\$100 ( <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 communication is not adequate – a written record must be available.

### Note 1 (Course and level changes from 30 Sep 2020)

- 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 30 Sep 2020)**

- 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 Taught 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. As a further encouragement, we charge schools \$100 if an SBC has not completed the training by the Y1 drop date (29 Sep 2020) or within 4 weeks of the school's registration on Pamoja's system, whichever later.

## Year 2 lifecycle: key dates and special fees



	Pre 27 May 2020	27 May to 1 Sep 2020	2 Sep to 15 Sep 2020	From 16 Sep 2020
<b>Withdrawals</b>	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> )
<b>Course/Level changes</b>	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> )
<b>Transfer student</b>	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> )
<b>Failure to correctly register Y2 students on IBIS by 15 January 2022</b>				\$100 per student ( <a href="#">Note 4</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 25 May 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 1 September 2020 that the student will not be returning for Y2, then no Y2 tuition fee is due.

- Provided Pamoja are informed in writing between 2 September 2020 and the end of 15 September 2020 that the student will not be returning for Y2, then no Y2 tuition fee is due, but there will be a \$400 administration fee for late withdrawal.
- If a student withdraws after 16 September 2020, 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 \$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 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 Y2 tuition fee.
- If a transfer withdraws by the end of 1 September 2020 then no fees are due.
- If a transfer withdraws from 2 September 2020, 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 Taught 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. A fee of \$100 per unregistered student will be applied if students have not been registered as online candidate on IBIS by the IB official deadline (15 January 2022).

## **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 and if specific criteria met, can be partially refunded. 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 Taught Extended Essay fees your school will be charged.

The Pamoja Taught Extended Essay (EE) fee is chargeable from enrolment and non-refundable.

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

The Extended Essay must be in a subject where we offer a Pamoja Taught 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).

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

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



## School Taught - Cambridge Upper Secondary and Cambridge Advanced

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

The following School Taught courses will be available for Cambridge International Schools.

For June 2021 and June 2022 exams

- Cambridge IGCSE Biology (0610)
- Cambridge IGCSE Business Studies (0450)
- Cambridge IGCSE Chemistry (0620)
- Cambridge IGCSE Computer Science (0478)
- Cambridge IGCSE Economics (0455)
- Cambridge IGCSE Geography (0460)
- Cambridge IGCSE ICT (0417)
- Cambridge IGCSE Mathematics (0580)
- Cambridge IGCSE Mathematics – Further (0606)
- Cambridge IGCSE Physics (0625)
- Cambridge International AS and A Level Accounting (9706)
- Cambridge International AS and A Level Business (9609)
- Cambridge International AS and A Level Law (9084)
- Cambridge International A Level Mathematics – Further (9231)
- Cambridge International AS and A Level Mathematics Route A (9709)
- Cambridge International AS and A Level Mathematics Route B (9709)
- Cambridge International AS and A Level Psychology (9990)
- Cambridge International AS and A Level Thinking Skills (9694)
- Cambridge International AS and A Level English General Paper (8021)

Enrolments can be at any date **from 4 March 2020**. Courses will be available for use by schools with enrolments **from September 2020**. Year one content will be available for use by schools from September 2020; year two content later in the year.

## School Taught – IB Diploma Programme

### Courses (excluding Extended Essay)

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

The following School Taught courses will be available. Enrolments can be at any date **after 4 March 2020**. Year one and year two content will be available for use by schools **from August 2020**.

#### Core elements

- Theory of knowledge

#### Studies in languages and literature

- English A Language and Literature HL & SL

#### Language acquisition

- French ab initio
- Spanish ab initio
- Spanish B

#### Individuals and societies

- Business Management HL & SL
- Psychology HL & SL

#### Sciences

- Biology HL & SL
- Chemistry HL & SL
- Physics HL & SL

#### Mathematics

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

### Extended Essay

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

The School Taught Extended Essay fee is payable in advance and non-refundable.

## Optional additional fees

Schools are responsible for enrolling students into the relevant School Taught course, following guidelines provided within our orientation document.

For 30 and above enrolments, schools will be offered the option for Pamoja's School Services Team to enrol students on the school's behalf for an additional fee of **\$10 per enrolment**. These schools will be provided with a registration template to complete.

## School Taught subscription terms (excluding IB Extended Essay)

- 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 1 September 2020, then no Y2 subscription fee will be charged.
  - From 2 September 2020, 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-October 2020.
- 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
PT	Pamoja Taught
SL	Standard Level
ST	School Taught
TOK	Theory of Knowledge
Y1	Year one
Y2	Year two