

## Tuition Fee Regulations

### for School Year 2023/2024

- ISU financial planning is done on an annual basis.
- Parents/guardians are requested to read these regulations carefully.
- By signing the ISU school contract the parents/guardians acknowledge and accept the conditions described below. These are part of the school contract.

#### 1. Duration

**This Tuition Fee Regulation is valid for the school year running from 1<sup>st</sup> August 2023 – 31<sup>st</sup> July 2024.**

#### 2. New Enrolments:

##### 2.1. Registration Fee

For all new children at ISU a one-time registration fee of **350€** will be charged. This charge is due once the school contract is signed and is non-refundable.

##### 2.2. Admission Fee

For all new children at ISU a one-time admission fee of **1'720€** will be charged. This charge is due once the school contract is signed and is non-refundable.

##### 2.3. Deposit

- a) Latest 3 months prior to the child/children starting with ISU an interest-free deposit will be invoiced and is due.  
The deposit will be in the amount of three months' tuition fees based on the first year at ISU.
- b) For up to two (2) children the deposit will be limited to a maximum of 5'000€ per family.  
For any additional child enrolled at ISU the maximum per family will be increased by 1'000€.  
Therefore e.g. for 3 children a deposit of 6'000€ will be invoiced.
- c) Only exception for not having to pay a deposit is when the employing company is paying directly to ISU and the invoice is issued to the company. If due to e.g. contractual reasons the employing company is not paying for the tuition fee anymore and the family starts to pay themselves a deposit will need to be paid to ISU.
- d) The deposit will be paid back usually within 1 month after the child has left ISU, if no further payments are outstanding.  
In case of any unpaid invoices the deposit will be used to cover those outstanding amounts.

### 3. Tuition Fee

Grade Level	Average Age	Annual Tuition Fee
Early Years Program 1-3	3 to 6	<b>11'665,00€</b> (quarterly 2'916,25€)
Primary Years Program (Grades 1 to 5)	6 to 11	<b>13'675,00€</b> (quarterly 3'418,75€)
Middle Years Program (Grades 6 to 9)	11 to 15	<b>15'320,00€</b> (quarterly 3'830,00€)
Middle Years Program (Grade 10)	15 to 16	<b>15'715,00€</b> (quarterly 3'928,75€)
Diploma Program (Grades 11 to 12)	16 to 18	<b>17'490,00€</b> (quarterly 4'372,50€)
Intensive EAL	-	<b>3'115,00€</b> (quarterly 778,75€)
Early Morning Care 7:00 – 8:00 am	-	<b>1'490,00€</b> (annual payment, no refund)

#### 3.1. Reduction

Tuition fees for families with more than one child in the school are calculated as follows:

- The oldest child incurs fees at the full amount.
- The second oldest child will have a reduction of 10%.
- The third child and any further children will be granted a reduction of 25%.

The reduction only applies to the tuition fee and not to any other fees, costs or the deposit.

#### 3.2. Discount

- a) Families who have chosen the yearly payment plan will be given a 1,0% discount. To be eligible for the discount, payment must be received by the due date stated on the invoice.
- b) If a child enrolls at ISU after the 31<sup>st</sup> of January for the current school year the discount will only be granted as of the next full school year.
- c) If the current signed school contract defines a different % discount this will be valid instead of the above mentioned percentage.

### 3.3. Late enrolment

Students who enroll after the start of the school year will have fees pro-rated according to the following schedule:

Start date during the Month	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
Payable in %	100%	95%	85%	75%	65%	55%	45%	35%	25%	15%

## 4. Incidental Costs

4.1. Costs or fees as specified below will be charged separately during the school year.

- a) Costs for extra lessons for pupils who are enrolled in the School's intensive EAL program.
- b) Costs for class outings / concerts/ theatre visits / field trips / excursions/ tournaments and study trips including the respective travel expenses.
- c) Costs for special coaching or individual supervision due to special educational or social needs.
- d) Costs for supervising the children/pupils before school hours (Early Morning Care).
- e) Costs for special sports training and for coaching outside the normal school program.
- f) Costs for special courses within the "After School Activities Program" which are not part of the normal school program.
- g) IGCSE and IB exam fees, costs for postage/courier service
- h) Books and materials for the IB diploma program for grades 11 and 12.

For points a) to f) the school will obtain written authorization from the parent(s)/guardian.

4.2. Costs for lunch are to be paid by the parents into the separately communicated lunch system/account if they want their children to participate in the ordering system for the cafeteria. There will be no invoicing via ISU for lunch costs.

## 5. Terms of Invoicing and Payment

### 5.1. Invoicing

#### 5.1.1. Admission and Registration Fees

Invoice is being sent as soon as the contract has been signed.

#### 5.1.2. Deposit

Invoice is being sent latest 3 months prior to the start of the child/children at ISU.

#### 5.1.3. Tuition Fees

Only one invoice will be sent for the entire school year.

- a) For enrolments during the school year this will be done as soon as the contract has been signed but latest 3 months prior to the start at ISU.
- b) For current students and enrolments for the next school year these invoices will be sent during the month June prior to the start of the new school year.
- c) The mode of payment chosen according to the stipulation in the signed school contract will be reflected on the invoice.
- d) Payment dates for tuition fees are:
  - I. Yearly Payment -> 10<sup>th</sup> July 2023

#### II. Quarterly Installment Payment:

- i. Installment One -> 10<sup>th</sup> July 2023
- ii. Installment Two -> 10<sup>th</sup> October 2023
- iii. Installment Three -> 10<sup>th</sup> January 2024
- iv. Installment Four -> 10<sup>th</sup> April 2024

#### 5.1.4. Incidental costs

Invoices will be issued during the school year and are due as stated on the invoice.

### 5.2. General Terms

- 5.2.1. All invoices will be sent via e-mail only to the e-mail address given to the school and updated by the parent(s)/guardian within Managebac.
- 5.2.2. All fees, incidental costs are payable in advance.
- 5.2.3. All fees, incidental costs are due for payment within 10 working days after they have been invoiced unless stated differently on the invoice itself.
- 5.2.4. All payments need to be made to the bank account stated on the invoice.
- 5.2.5. In case of failure to pay the amount due, the school will charge dunning charges.

## 6. Withdrawals

For details regarding our notice periods please refer to Section X. of the school contract.