

Verwaltungs-GmbH

**TUITION AND FEES SCHEDULE  
FOR THE SCHOOL YEAR  
AUGUST 29, 2011 – JUNE 29, 2012**

It is the policy of the school to plan the education of its students for the entire academic year. Payment of fees is therefore arranged with this in mind.

- 1. Enrolment Fee: € 600,00**  
**Re-Enrolment Fee: € 200,00**  
**Late Enrolment Fee: € 900,00** (for students starting in Terms 2 and 3)

The (Re-)Enrolment fee is required each year upon initial enrolment and will be billed with the tuition fee invoice for the new academic year. This fee is payable once a (Re-)Enrolment Contract has been submitted and accepted in writing by ISF. It will not be refunded if the application is withdrawn.

**2. Tuition Fee per year in Euros:**

<b>Grades KG1-KG2</b>	<b>Grades 1 - 3</b>	<b>Grades 4 - 6</b>	<b>Grades 7 - 9</b>	<b>Grades 10 - 11</b>	<b>Grade 12</b>	<b>Grade 13*</b>
<b>12.000,00</b>	<b>13.545,00</b>	<b>14.325,00</b>	<b>15.555,00</b>	<b>16.560,00</b>	<b>17.385,00</b>	<b>17.730,00</b>

\*Students normally graduate in Grade 12

**3. Cancellation Fee**

If an application is withdrawn after July 15, 2011 a cancellation fee of € 1.800,00 in addition to the Enrolment/Re-Enrolment Fee will be charged.

**4. Payment Dates**

One third of the annual tuition plus the enrolment/re-enrolment fee is payable by **June 15, 2011**

One third of the annual tuition is payable by **September 15, 2011**

One third of the annual tuition is payable by **December 15, 2011**

The tuition fee invoice will be sent out in May. For new students enrolling later, an invoice will be issued upon enrolment and the above payment dates apply. Tuition fee invoices issued after December 1<sup>st</sup> are payable in full within 2 weeks of the invoice date.

Please ensure payments include all bank transfer charges.

**5. Discounts**

**Family:** Family Discounts are applicable as follows:

**€ 600,00** tuition discount for the second child,

**€ 1.200,00** tuition discount for the third child and

**€ 1.800,00** tuition discount for each additional child

**Payment by Direct Debit:**

A discount of **€ 150,00** ( € 50,00 per instalment) is granted for payment of the tuition fee instalments by direct debit on the above due dates. The direct debit mandate must be received from the parents, guardians or the company **2 weeks before the first due date**. This discount is **not** granted in addition to the early payment discount.

**Early payment:**

For full payment of the yearly tuition fee on or before June 15, 2011 a discount of **€ 300,00** is granted.

## 6. Late Enrolment

For students starting in Term 2 (from November 29, 2011) two thirds of the annual tuition is payable in addition to the late enrolment fee of € 900,00.

For students starting in Term 3 (from March 20, 2012) one third of the annual tuition is payable in addition to the late enrolment fee of € 900,00.

## 7. Early Withdrawal

Parents/Guardians are required to give **at least one month's written notice before the beginning of the next term\*** if they intend to withdraw a child from the school. In such a case tuition paid in advance for the unattended academic term(s) will be refunded. Any discounts granted under §5 will be deducted pro rata from the refund. Withdrawal forms are available upon request.

**\*Term 2 begins November 29, 2011. Written notice of withdrawal required by October 29, 2011;  
Term 3 begins March 20, 2012. Written notice of withdrawal required by February 20, 2012**

There is no refund of tuition fees for disenrolment as a result of disciplinary measures or for instructional days lost due to reasons beyond the school's control. Fees paid for any other activities/services provided by the school are not refunded.

## 8. Enrolment for less than a term

A student who enrolls late or withdraws early and attends school for 5 weeks or more of an academic term is charged for the entire term (one tuition fee instalment).

A student who enrolls late or withdraws early\* and attends school for 4 weeks or less of an academic term is charged half of the tuition fee for the academic term in question.

\* provided written notice of withdrawal is received 4 weeks before the start of this term.

No discounts can be granted for charges for less than a whole term.  
No reduction in fees can be made for any prolonged absences.

## 9. Overdue payments

If it is necessary for ISF to send a reminder for tuition fee payments, an administration surcharge of € 50,00 per reminder will be charged.

## 10. Food and Transport

Hot lunch and transportation services are provided by outside firms under contract. Information is available upon request.

## 11. Books

One set of books is provided for each student.

## 12. Other Costs

Miscellaneous charges for items such as special supplies and equipment, external examination fees, graduation fees, field trips, costs for the replacement of lost materials, some after-school activities etc. are billed additionally.

## 13. Tax Deductibility

It may be possible to claim 30% of the tuition fees paid for Grades 1-13 as tax-deductible expenses on your tax return. A receipt for fees paid in the **calendar year** 2011 will be issued by the Accounts Department in February 2012.

Bank transfers should be made to:

**Deutsche Bank Frankfurt      Bank Code 500 700 10      Account No. 093489300**  
**SWIFT/BIC Code: DEUTDEFF      IBAN: DE 95 50070010 0093489300**