



## **ANNUAL SCHEDULE OF FEES 2018 / 2019**

### **REGISTRATION FEE € 1,000**

Payable when accepted and first registering a student, for additional siblings registered at the same time or later an additional fee of 500 is payable.

### **ADMISSION FEE € 5,000**

Payable when accepted and first registering a student, for additional siblings registered at the same time or later an additional fee of € 2,000 is payable.

**Note:** When a newly registered student is resident outside the State of Bremen, An Admission Fee of € 6,000 is payable upon acceptance. For other student members of the same family similarly resident outside of the State of Bremen an additional fee of €2,500 is payable.

### **SECURITY DEPOSIT € 350**

Is payable for each student upon acceptance and registration to off-set loss or damage to school property (all or part is refundable upon leaving ISB).

**ANNUAL FEES DUE (in Euros)** – When a student attends ISB and is not resident in the State of Bremen, an additional € 1,000 will apply to each Grade level fee annually.

### **SCHOOL FEES 2018/2019 due on the 1<sup>st</sup> August 2018 (Fees will change from year to year)**

Early Learning I – half day	EUR 6.000
Early Learning 1 – 3	EUR 10.500
Elementary Grade 1 – 4	EUR 11.900
Secondary Grade 5 - 8	EUR 12.200
Secondary Grade 9 - 10	EUR 15.750
Secondary Grade 11 - 12	EUR 16.250

Alternative payment plans overleaf:

1. Early Payment
2. Quarterly Payment
3. Monthly Payment

*Plan 1: For one installment until the 2<sup>nd</sup> July for the whole school year, a reduction is granted as follows:*

	<i>Yearly Fees</i>	<i>Reduced Fees</i>
Early Learning 1 – half day	EUR 6.000	EUR 5.900
Early Learning 1 – 3	EUR 10.500	EUR 10.350
Elementary Grade 1 – 4	EUR 11.900	EUR 11.750
Secondary Grade 5 - 8	EUR 12.200	EUR 12.050
Secondary Grade 9 - 10	EUR 15.750	EUR 15.600
Secondary Grade 11 - 12	EUR 16.250	EUR 16.100

*Plan 2: Payment of quarterly fees with an additional administration fee of EUR 25 per quarter:*

	August 1 <sup>st</sup> Quarterly payment	November 1 <sup>st</sup> Quarterly payment	February 1 <sup>st</sup> Quarterly payment	1 <sup>st</sup> May Quarterly payment
Early Lear. - Half day	EUR 1.525	EUR 1.525	EUR 1.525	EUR 1.525
Early Learning 1-3	EUR 2.650	EUR 2.650	EUR 2.650	EUR 2.650
Elementary 1 - 4	EUR 3.000	EUR 3.000	EUR 3.000	EUR 3.000
Secondary 5 - 8	EUR 3.075	EUR 3.075	EUR 3.075	EUR 3.075
Secondary 9 - 10	EUR 3.962,50	EUR 3.962,50	EUR 3.962,50	EUR 3.962,50
Secondary 11	EUR 4.087,50	EUR 4.087,50	EUR 4.087,50	EUR 4.087,50
Secondary 12	EUR 5.441,67	EUR 5.441,67	EUR 5.441,67	--

*Plan 3 (only after approved by the Director): Payment of monthly fees with an additional administration fee of EUR 10 per month. 10 monthly installments payable from August – May as follows:*

	<i>Yearly Fees</i>	<i>Administration Fee</i>	<i>Amount per month</i>
Early Learning - Half day	EUR 6.000	EUR 100	EUR 610
Early Learning 1-3	EUR 10.500	EUR 100	EUR 1.060
Elementary 1 - 4	EUR 11.900	EUR 100	EUR 1.200
Secondary 5 - 8	EUR 12.200	EUR 100	EUR 1.230
Secondary 9 - 10	EUR 15.750	EUR 100	EUR 1.585
Secondary 11 - 12	EUR 16.250	EUR 100	EUR 1.635

Our school fees are based on an average monthly rate of € 680 for the current school year. Deviations from the average are a result of different services, support and curricula being offered to the respective Grade.

The ISB Conditions, as amended from time to time, apply (see attached).

#### **BANK ACCOUNT DETAILS**

International School of Bremen, Sparkasse Bremen

IBAN: DE78 2905 0101 0001 6124 23, SWIFT resp. BIC Code: SBREDE22

**Malcolm Davis, Director**

**February 2018**

# ISB CONDITIONS FOR FEE-PAYING PARENTS

ISB school services are rendered exclusively on the basis of the following terms and conditions (“ISB Conditions”) as amended from time to time:

## REGISTRATION FEE

The Registration Fee in the amount as stated in the Schedule is due and payable if and when ISB confirms in writing to the person(s) assuming liability for the costs of schooling (“Obligor”) the offer of a place in ISB for the student. Re-entries (students who re-enter ISB within two years after withdrawal) must pay half the Registration Fee. If the Registration Fee is not received in full before the expiration of the deadline as indicated by ISB, the application for admission will be deemed to have been withdrawn.

The Registration Fee is not refundable in any circumstances.

## ADMISSION FEE

The Admission Fee in the amount as stated in the Schedule is due and payable if and when ISB confirms in writing to the person(s) assuming liability for the costs of schooling (“Obligor”) the offer of a place in ISB for the student.

If the Admission Fee is not received in full before the expiration of the deadline as indicated by ISB, the application for admission will be deemed to have been withdrawn.

The Admission Fee is not refundable in any circumstances.

## SCHOOL FEES

### Payment

School Fees are payable in one annual payment or according to an agreed payment plan for Grades Early Learning to Grade 12 students. The amount of each Installment and the date when each of the Installments is due and payable are stated in the Schedule.

**Special provisions apply in case of “Late Arrivals” and “Late Registrations” (see below).**

Payments of Installments must be made either by standing order or by way of direct debit authorization.

### Late Arrivals

Students who are enrolled upon or after the day on which the first of the installments as stated in the Schedule is due and payable are deemed to be "late arrivals" (unless enrolment were for a later School Year).

School Fees are calculated per complete month from the first day of the first month of enrolment, irrespective of when attendance actually commences, until the end of the last month of the School Year. A first installment is due and payable upon enrolment.

### Late registrations

If a student is registered late in the year, beyond the end of September, the following fee adjustments apply.

Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	June
90%	80%	70%	60%	50%	40%	30%	20%	10%

### Early Departures

Obligor may terminate the schooling contract prematurely before its expiration at the end of the School Year by way of a notice in writing.

The termination takes effect at the end of the second (2nd) calendar month following the month of receipt of the notice by ISB, unless the notice expressly states that the termination takes effect on the last day of a later month.

Early Departure Refund upon the following pro-rating:

Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	March	April	May	June
70%	60%	50%	40%	0%	0%	0%	0%	0%	0%

In case of Early Departures, all and any of ISB outstanding claims against the Obligor and/or Student are due and payable not later than on the school working day preceding the last day of the Student's attendance.

Obligor is entitled to a refund (without interest) of a credit balance of School Fees paid in advance, if any, remaining after settlement of all and any outstanding claims.

If a Student leaves ISB without the giving of notice in writing, notice is deemed to have been given by the Obligor on the last day of such Student's attendance and the preceding paragraphs apply correspondingly.

### **SECURITY DEPOSIT ("Deposit")**

The Deposit, as stated in the Schedule, is payable in full for each and every Student before attendance commences.

Admittance may be refused until full payment of the Deposit.

The Deposit is held to cover any damage to or loss of ISB property caused by the Student, without prejudice to ISB being permitted to raise claims against the Student and/or Obligor in excess of the amount of Deposit. It may also be used to satisfy any other claims ISB may have against the Student and/or Obligor.

The Deposit or any residual portion thereof is refundable (without interest) to the last Obligor (at the time of the Student's withdrawal) by way of a bank-to-bank transfer, if and when the Student leaves ISB, provided that Obligor submits a "Leave Clearance Form" to the ISB School Office. A refund, if any, can be made only if Obligor also indicates in writing a suitable bank account. If no appropriate request for a refund is received by ISB within three (3) years from the Student's withdrawal, Obligor is no longer entitled to a refund.

### **DELAY OF PAYMENT**

In the event of a delay in payment of any amounts due to ISB from Obligor for more than two (2) weeks, arrears interest at the rate of 1% (one per cent) per month calculated from the day following the due date until receipt of payment by ISB is payable by Obligor.

If a delay in payment continues for more than one (1) month, the Director of ISB in his/her discretion may terminate the schooling contract by way of a notice in writing to the Obligor. Such a termination takes effect at the end of the month following the month of the giving of such notice. School Fees continue to be payable until the termination takes effect. In all other respects the provisions regarding "Early Departures" apply correspondingly.

Legal costs incurred by ISB in the recovery of outstanding fees will be born by the Obligor.

### **ANNUAL RE -REGISTRATION**

The schooling contract is entered into on an annual basis and expires at the end of each and every School Year.

For a Student's attendance in the next School Year, formal Re-Registration in writing by 8<sup>th</sup> March of the current School Year is necessary. Obligor must use the Re-Registration Forms issued by ISB in February of the current School Year.

Re-Registration may be cancelled by notice in writing to be received by the School Office not later than 6<sup>th</sup> April before the next School Year commences. In the event of cancellation after the 6<sup>th</sup> April, a fee equivalent to the amount of Obligor's Deposit is payable.

### **VARIATION OF FEES AND CONDITIONS**

ISB expressly reserves the right to amend and to vary Fees and Conditions in respect of subsequent School Years.

Fees may be increased or decreased on the basis of changes in the costs of operating ISB, such as staff salaries, taxes, charges, social security contributions, the cost of electricity, heating, communications, cleaning, maintenance and repairs of buildings, facilities and equipment and their replacement, as well as on the basis of changes in the contribution of the Land of Bremen and in other revenue, such as rental and interest income, etc., with due regard to provisions and reserves necessary or advisable in accordance with generally accepted accounting standards.

N.B. Individual alteration in fees may be at the Director's discretion based on the obligation of the school to be socially minded in relationship to Land of Bremen guidance as to the behaviour of private schools.

A copy of the Schedule and of ISB Conditions for the next School Year will be posted every year before the end of the month of May on the Information Notice Board of the ISB. From the day of posting, copies are also available upon request. If ISB sends a copy to Obligor care of his/her last-notified address, the Obligor, in any event, will be deemed to have received such copy.