

ENROLMENT AND FEES PAYMENT POLICY 2019/20 FORM

Instructions

Please complete, sign and return this form with the Application Form to:
International School of Zug and Luzern • Admissions Office • Walterswil 1 • 6340 Baar, Switzerland
Telephone +41 41 768 2900 • admissions@iszl.ch • www.iszl.ch

ENROLMENT TO THE INTERNATIONAL SCHOOL OF ZUG AND LUZERN

Please enrol my child(ren) for the school year 2019/20 under the conditions set out below

Name of child (last/first/middle):

.....

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.....

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.....

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.....

Registration Fees for the School Year 2019/20

In the written offer of a place, the school will request a non-refundable registration fee, per student. Upon receipt a place will be guaranteed at our school. The registration fee is a one off payment and will not be off-set against the tuition fees.

Starting in Early Years 1:	No registration fee
Starting in Early Years 2:	CHF 3,000.–
Starting in Kindergarten or above:	CHF 5,000.–

Tuition Fees for the School Year 2019/20

Early Years 1 (mornings only):	CHF 15,200.–
Early Years 1 (full time):	CHF 23,900.–
Early Years 2 (mornings only):	CHF 15,400.–
Early Years 2 (full time):	CHF 25,400.–
Kindergarten:	CHF 29,600.–
First to Fifth Grade:	CHF 29,750.–
Sixth to Eighth Grade:	CHF 32,800.–
Ninth to Tenth Grade:	CHF 34,950.–
Eleventh to Twelfth Grade:	CHF 35,450.–
Extra English (EAL):	CHF 2,000.–

Additional costs

English as an Additional Language (EAL)

Upon entry into ISZL your child's English level may be assessed. Based on the results of the assessment, or on any future assessment, it will be for the school to decide whether your child requires English as an Additional Language (EAL) support. Please be aware that there is an additional cost for participating in the EAL programme. It is at the discretion of the school to decide when a student should exit the EAL programme.

Other costs

The tuition fees include the costs of all books, the annual field trips and the yearbook. The following fees/charges are not included in the tuition fees outlined above: lunch, school bus service, speech therapy, College Board/AP/IB exam fees, as well as optional trips, sports events/tournaments. Tuition fees for the following school year are subject to cost related increases.

Late enrolment

Students enrolled between...	and...	will be invoiced...
the start of the first term	September 30th	100% of the annual tuition fees
October 1st	October 31st	90% of the annual tuition fees
November 1st	November 30th	80% of the annual tuition fees
December 1st	December 31st	70% of the annual tuition fees
January 1st	January 31st	65% of the annual tuition fees
February 1st	February 28th	60% of the annual tuition fees
March 1st or after		on a sliding scale until the end of the school year

Early withdrawal

Students withdrawn...	and leave on or before...	and where notice has been given...	will be invoiced...
after the start of the school year	December 31st	on or before October 31st	50% of the annual tuition fees
after December 31st	March 31st	between November 1st and December 31st in the previous calendar year	75% of the annual tuition fees
thereafter		after December 31st	100% of the annual tuition fees

ENROLMENT TO THE INTERNATIONAL SCHOOL OF ZUG AND LUZERN (CONTINUED)

Enrolment

- Enrolment is for the whole school year. The tuition fee is payable within thirty days of date of the invoice. Any bank fees incurred when transferring funds must be paid by the sender. 12% interest, per year, will be added to all fees which are past the due date. Payment options are available in 2, 3, 4 and 10 instalments. These payment options are open to private payers only and must be pre-arranged with the Business Office (E-mail: billing@iszl.ch). For families who enrol after August 2019, fewer payment options may be available. There is an associated administration fee of CHF 200 per child per year on all instalment options.
- Students who are enrolled for the new school year, or during the school year, and who are then subsequently withdrawn before the start of their classes, will be charged 25% of the relevant tuition fees unless notice of withdrawal is received at least 4 calendar months in advance of the start date.

Cantonal Support

Those families who are residents of the Canton of Zug, will receive a small cantonal subsidy, per child, per year. The students must be born between June 1st, 2004 and May 31st, 2014. To qualify for this support you must have registered with the Canton of Zug by November 15th, 2019 and your child(ren) have started at school. If you have not registered by this date the Canton will not subsidise the child for this academic year. This process is managed by the Business Office. These amounts, if eligible, will be deducted from the annual tuition fees invoice.

School Bus Service

A separate, additional charge is made for those children using the school bus service.

Parents Association

A membership fee of CHF 40.– per child will be levied on behalf of the Parents Association. This will be added to the invoice for the school fees.

Insurance

All children must have their own liability, accident and health insurances on joining the school.

Re-enrolment

Students must be re-enrolled by March 31st at the latest, in order to guarantee a place for the next school year.

Policies

Sundry school policies are online and available through the school website.

Fees Payment Information

1) Employer will pay registration fee directly to ISZL Yes No

2) Employer will pay tuition fee directly to ISZL Yes No

If yes, please indicate what the percentage will be:

3) If your employer is paying either of these fees directly to ISZL please complete the company information below:

Company Name:

Contact Person:

Address: Telephone:

..... E-mail:

Postcode:

City: Country:

► Please sign this section. Thank you.

I/we hereby agree to comply with the Enrolment and Fees Payment Policy as listed above. The signee(s) is/are ultimately liable for all tuition and service fees, regardless of invoice recipient.

Date: Parent/Guardian: Signature:

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