
**FINANCIAL REGULATIONS 2019/2020
OCTOBER 2019**

By enrolling your child in ISB, Parents/Guardians agree to comply with the Terms and Conditions, the Schedule of Fees and the Final Provisions described in these Financial Regulations. These Financial Regulations supersede all former financial agreements between the Parents/ Guardians and ISB.

1. TERMS AND CONDITIONS**1.1. Application Fee**

The application fee is due for each student new to ISB or returning to ISB after an absence of more than 14 calendar months. The application fee is due with the initial application and is non-refundable.

1.2. Enrolment Fee

The enrolment fee is due for each student new to ISB or returning to ISB after an absence of more than 14 calendar months. The enrolment fee is due with the initial invoice and is non-refundable.

1.3. Tuition Fees

Tuition fees include the majority of school materials and textbooks. Tuition fees do not include the following (list is not conclusive):

- Additional textbooks and/or replacement of lost, stolen, or damaged textbooks
- Loss of or damage to school equipment and library books
- Field trips, camps and excursions
- External Examinations (i.e. IB) and associated costs
- IB DP online courses
- Psycho-educational Evaluations
- Extra-curricular Program
- 1:1 Teacher Assistant and Intensive Needs Programme

Such costs will be invoiced separately and are subject to payment terms set out in each invoice.

1.4. Payment of Tuition Fees**1.4.1. Payment of privately paid tuition fees for full time students****EITHER**

- 100% of the annual tuition fees are due before the first day of classes

OR

- 70% of the annual tuition fees are due before the first day of classes
- 30% of the annual tuition fees are due before the last day of school before the spring break or 31 March whichever is the earlier

Payment of partially or fully company paid tuition fees

- 100% of the annual tuition costs are due before the first day of classes.

1.4.2. Tuition Fees in cases of late enrolment and early withdrawal:

For enrolment between:

- The first day of classes through to 31 December, 100% of the annual tuition fees are due. Payment terms under Sections 1.4.1 to 1.4.3 will apply.
- 1 January through to the last day of Spring Break, only 60% of the annual tuition fees are due. Full payment is due before the first day of classes.
- First day of classes after Spring Break through to the last day of classes, only 30% of the annual tuition fees are due. Full payment is due before the first day of classes

For withdrawal between:

- The first day of classes through to 31 December, subject to a written notice received by ISB at least 2

months before the date of withdrawal, only 55% of the annual tuition fees are due.

- 1 January through to the last day of Spring Break, subject to a written notice received by ISB at least 2 months before the date of withdrawal, only 85% of the annual tuition fees are due.
- First day of classes after Spring Break through to the last day of classes, 100% of the annual tuition fees are due

1.5. Late Payment and Exceptions

- Any payment received will be applied to the oldest invoice.
- A late payment charge of 1% per month or an administration fee of CHF 50 whichever is the greater may be assessed to any past due balance.
- ISB has the right to refuse entry to class and to withhold school records for students if the school account remains unpaid following a written reminder.
- A student may not be allowed to graduate until all outstanding balances have been settled.
- All other arrangements for payment must be approved in writing by the ISB Director.
- Tuition fees and costs will not be refunded in the event ISB, or any part of it, is forced to close due to circumstances beyond the School's control.
- Tuition fees and costs will not be refunded in the event ISB is forced to expel a student from school. Any payments outstanding are owed to ISB and are subject to late payment charges as aforementioned.

2. SCHEDULE OF FEES 2019-20

2.1. Application Fee (refer Section 1.1 above)

- CHF 500 per student

2.2. Enrolment Fee (refer Section 1.2 above)

- CHF 4,000 per student

2.3. Annual Tuition Fees

EARLY CHILDHOOD AND JUNIOR SCHOOL	
Primary Years Programme EC 1 – EC 2	CHF 21,290
Primary Years Programme EC 3 – Grade 5	CHF 25,040
MIDDLESCHOOL	
Middle Years Programme Grade 6 - 7	CHF 28,660
SENIORSCHOOL	
Middle Years Programme Grade 8	CHF 28,660
Middle Years Programme Grade 9 - 10	CHF 29,890
Diploma Programme Grade 11 - 12	CHF 33,730
STUDENT SUPPORT SERVICES	
Intensive Needs Programme (INP)	Fee per grade + CHF20,000

2.4. Tuition Fees - Reductions and Discounts

- Family discounts are offered by ISB when two or more children from the same family are enrolled in the same year and, in cases of late enrolment and early withdrawal, are pro-rated over the school year:
 - CHF 1,000 per year for a second child enrolled at ISB
 - CHF 2,000 per year for a third and any additional child enrolled at ISB
- Tuition costs paid by the Gemeinde Liestal to ISB for privately paid tuition fees, please contact the Finance Office.

3. FINAL PROVISIONS

3.1. Insurance

Parents/Guardians must maintain health, accident, and liability insurance for each child enrolled at ISB.

3.2. Billing

The Parents/Guardians are responsible for complying with the Terms and Conditions, the Schedule of Fees and the Final Provisions described in these Financial Regulations regardless of the billing address.

3.3. Amendments

ISB reserves the right to amend these Financial Regulations as necessary.

3.4. Choice of Law and Jurisdiction

These Financial Regulations shall be governed by Swiss law. The place of jurisdiction for any dispute, controversy or claim arising out of or in relation to these Financial Regulations is Arlesheim, Baselland.