

Financial Regulations

Instructions

To support a new student application, the parents/ employer must agree to the ZIS Financial Regulations before enrollment by signing page 4. Upon a change of a billing address, ZIS will also require all parties to sign a new Financial Regulation form.

1. Terms and Conditions

1.1 Application/Registration Fee

The CHF 500 application fee must accompany any application for any grade level before it can be considered. When a new student is offered a place (as of entry into Pre-Kindergarten), the registration fee of CHF 4,000 is invoiced (see 2.1).

Students currently enrolled in Pre-School (PS) are required to pay the registration fee at the time of re-enrollment to continue into Pre-Kindergarten (PK).

The application and registration fees are not refundable.

Not currently enrolled students wishing to return to ZIS must re-apply online and pay the CHF 500 application fee.

1.2 Tuition Fees

Each year's tuition fees are subject to approval by the Board of Trustees in the spring.

Tuition fees include, inter alia:

- books
- access to computing device (e.g. iPad, laptop)
- English as an additional language instruction
- learning support
- mandatory curriculum trips

Some examples of fees which are not included in the above list are defined under "Other Fees" (Section 2.3).

1.3 Payment of Tuition and other Fees

The first installment (60%) of the annual tuition fee is due on the first day of classes in August. The second installment (40%) is due on the first day of classes in January. For enrollments confirmed after the end of June or November respectively, the tuition fees are payable as stated in the invoice.

Fees for Early ZIS and Pre-School are payable quarterly (first quarter billing within September). However, if a child

is enrolled or withdrawn in the middle of a quarter, the full month will be calculated.

All school and other fees (see below 2.3) are payable as stated on the invoice. ZIS reserves the right to charge prevailing interest on late payment to any balance past due.

Alternative payment modes may be granted in exceptional circumstances only, to private payers and for one year at a time, and only upon written application stating the reason(s) for the request. Such applications must be received no later than May 31 of the preceding school year and are subject to approval by the ZIS Finance department, i.e. at the discretion of ZIS. Alternative payment modes approved by the ZIS Finance department incur a fixed administrative charge of CHF 300 per student and school year. The fee is waived if a tuition reduction (see below 1.9) has been granted. Alternative payment modes cannot be granted for the first full year of a student's enrollment at ZIS. If the installment plan remains partially or fully unpaid, the plan is automatically cancelled and the whole remaining tuition fee is due immediately pursuant to the rules mentioned above.

A student may be barred from attending school if the school account remains partially or fully unpaid following two reminders in writing, by email or any other means of communication. School records cannot be issued until the outstanding balance has been settled. ZIS reserves the right to ask for pre-payment of invoices and/or to terminate this agreement in case of unpaid school accounts or other payment irregularities.

No refund of fees will be issued and no fees which are either due or based on any services already rendered will be waived in the event ZIS, or any part of it, is forced to close due to circumstances beyond the school's control.

No refund of fees will be issued and no fees which are either due or based on any services already rendered will be waived in the event ZIS imposes any consequences on a student for breaching any rules, including suspension or expulsion, and in the event a student is temporarily or finally barred from attending school for unpaid invoices or any other reasons, namely the ones mentioned in the Admission Policy.

Fees and other charges need to be paid by bank transfer or any alternative payment method accepted by ZIS. It is not admissible to offset fees or other charges against any claims parents may have or believe to have against ZIS.

1.4 Late Enrollment

In case of late enrollment, the following fees are due:

Student enrolling

- as of the first day of classes in August until October 31: 100% of the annual tuition fees
- as of November 1 until December 31: 75% of the annual tuition fees
- as of January 1 until January 31: 55% of the annual tuition fees
- as of February 1 until March 31: 45% of the annual tuition fees
- as of April 1 until April 30: 35% of the annual tuition fees
- as of May 1 until the end of the school year: 20% of the annual tuition fees (students are not normally admitted this late in the school year)
- late enrollment to Early ZIS/Pre-School is calculated on a monthly basis for all remaining months (including the month of enrollment)

1.5 Early Withdrawal of Students currently attending ZIS

In case of early withdrawal, the following fees are due:

Students withdrawing

- as of the first day of classes until October 31: 45% of the annual tuition fees
- as of November 1 until January 31: 60% of the annual tuition fees
- as of February 1 until March 31: 75% of the annual tuition fees
- as of April 1 until the end of the school year: 100% of the annual tuition fees
- early withdrawal from Early ZIS/Pre-School is calculated on a monthly basis for all preceding months (including the month of withdrawal)

Student withdrawals must be confirmed in writing to the ZIS Admissions office, including confirmation of consent from both parents (unless one parent has sole custody).

This section (1.5) does not apply to students withdrawing after having been suspended or expelled from attending school, e.g. for unpaid invoices or for disciplinary reasons. It also does not apply if ZIS cancels the admittance or refuses tacit re-enrollment for any one of the reasons listed in the Admissions Policy.

1.6 Re-enrollment and Withdrawal for the Next School Year

Students are tacitly re-enrolled each school year. Acceptance of tacit re-enrollment by ZIS is contingent upon several requirements, as per the ZIS Admissions Policy.

Students withdrawing:

- by March 31: exempt from fees for the following school year
- as of April 1 and before the first day of classes of the following school year: 25% of the annual tuition fees (late withdrawal penalty)

1.7 Insurance

Parents are required to maintain health, accident, and liability insurance for their children. ZIS does not maintain any insurance for the students.

1.8 Cooperation Agreements

The imputation of the student to the existing Cooperation Agreement is not affected by this agreement concerning the Financial Regulations.

1.9 Tuition Reductions

The school may grant limited tuition reductions to individual students in exceptional circumstances. Tuition reduction requests are not considered for a student's first full year of attendance at ZIS. Applications (including full financial disclosure documentation) must be submitted to the ZIS Tuition Reduction Committee each year by May 31 of the previous school year and are subject to approval, which may be granted at the discretion of ZIS. Application forms for tuition reduction may be obtained from the Finance Department.

1.10 Billing

The parent(s)/guardian(s) who sign(s) the Financial Regulations form is/are jointly and severally responsible for all financial matters, regardless of the billing address and regardless of whether the employer also assumes responsibility for a part of or all fees/charges.

1.11 Amendments

The school reserves the right to amend the Financial Regulations and the annual Schedule of Fees (see below 2) as deemed necessary. Parents are informed of changes in the Schedule of Fees via My ZIS Weekly News or in writing by no later than March 31 of the preceding school year.

1.12 Disputes

Any dispute arising from or relating to the entire Agreement between the parties (including, but not limited to, the Financial Regulations) is subject to the substantive laws of Switzerland, the place of jurisdiction being Horgen of the canton Zurich.

2. Schedule of Fees 2020/21 (per student)

2.1 Application Fee

— Application fee (non-refundable)	CHF 500 (+ CHF 20 credit card fee)
— Registration fee as of Pre-Kindergarten	CHF 4,000
— Re-application fee (valid for one admission cycle)	CHF 500 (+ CHF 20 credit card fee)

2.2 Annual Tuition Fees

— Early ZIS/Pre-School, EZ/PS0	CHF 16,300	Mornings
— Early ZIS/Pre-School, EZ/PS1	CHF 18,400	Mornings and 1 afternoon
— Early ZIS/Pre-School, EZ/PS2	CHF 20,500	Mornings and 2 afternoons
— Early ZIS/Pre-School, EZ/PS3	CHF 22,400	Mornings and 3 afternoons
— Early ZIS/Pre-School, EZ/PS4	CHF 24,150	Mornings and 4 afternoons
— Early ZIS/Pre-School, EZ/PS5	CHF 25,900	Full days
— Pre-Kindergarten	CHF 26,800	Full days
— Kindergarten-Grade 5	CHF 30,700	Full days
— Grades 6-8	CHF 34,000	Full days
— Grades 9-12 (13)	CHF 36,600	Full days

Intensive Learning Provision

— Kindergarten-Grade 5	CHF 53,200	Full days
— Grades 6-8	CHF 56,500	Full days
— Grades 9-12	CHF 61,600	Full days

Fees for subsequent school years are subject to approval by the Board of Trustees and may deviate from the fees listed hereinabove (see 1.2).

2.3 Other Fees/Charges

The tuition fees mentioned above only cover the services listed in section 1.2 above. Additional fees/charges apply depending on which services are provided. This includes the following fees/charges (this list is not exhaustive but covers most situations):

- External examination fee (i.e. SAT, PSAT, AP, IB etc.)
- Occupational/Speech Therapy
- Tutoring
- After School Care
- Optional Curriculum Enriching Trips
- Sports Trips/Tournaments
- School Bus/Shuttle
- Lunch
- Yearbook
- PE clothing
- Damage to laptops/other IT devices as a result of misuse or negligence
- Additional and/or replacement of lost, stolen, damaged text and library books

3. Agreement on Terms and Conditions

3.1 We agree to and will comply with the terms and conditions described in these Financial Regulations.

Student(s) name(s) Effective from (date)

Parent/Guardian name (1) Signature (1)

Parent/Guardian name (2) Signature (2)

Place Date (day/month/year)

Please indicate the family billing address in Switzerland:

First name Last name

Street/number Postal code/town

Signature Date (day/month/year)

3.2 The employer will pay the CHF 4,000 registration fee (ZIS will invoice the company directly)

Yes No

3.3 The employer will pay the tuition fees (ZIS will invoice the company directly)

Yes No

3.4 The employer will pay the following other fees (ZIS will invoice the company directly)

Billing through the school:

- External examination fees (i.e. IB, etc)
- Speech Therapy
- Tutoring
- After School Care
- Others (i.e. damaged/lost text and library books, etc)

Billing through ZIS Services GmbH:

- Sports Trips, Optional Curriculum Enriching Trips
- School Bus/Shuttle
- Others (i.e. PE clothing, damaged laptops/IT devices etc.)

3.5 Company information (employer)

Please provide contact information for your company in Switzerland.

Company name Contact person Title/position

Telephone Email

Mailing address (Swiss address only)

Employer signature (print name, duly authorized signature and stamp) Date (day/month/year)

3.6 If the respective invoices shall be billed to your relocation company or another address, please insert name, address, email-address and contact person below.

Cooperation Agreement

The company confirms that the student below is subject to the Cooperation Agreement with ZIS and that the company will comply with the terms and conditions of this agreement.

Student name(s)

Employee/Parent/Guardian Name

We hereby confirm that the above mentioned employee's child(ren) is/are included in our Cooperation Agreement with ZIS

Company name

Contact person

Title/position

Telephone

Email

Mailing address (Swiss address only)

Employer signature (print name, duly authorized signature and stamp)

Date (day/month/year)