

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

Please enrol my child(ren) for the school year 2023/24 under the conditions set out below

Name of child (last/first/middle):

.....

Name of child (last/first/middle):

.....

Name of child (last/first/middle):

.....

Name of child (last/first/middle):

.....

Registration Fees for the School Year 2023/24

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:	CHF 2,000.–
Starting in Early Years 2:	CHF 3,000.–
Starting in Kindergarten or above:	CHF 5,000.–

Tuition Fees for the School Year 2023/24

Early Years 1 (mornings only):	CHF 16,000.–
Early Years 1 (full time):	CHF 25,100.–
Early Years 2 (mornings only):	CHF 16,200.–
Early Years 2 (full time):	CHF 26,700.–
Kindergarten:	CHF 31,400.–
Grades 1–5:	CHF 31,600.–
Grades 6–8:	CHF 34,900.–
Grades 9–10:	CHF 37,200.–
Grades 11–12:	CHF 37,700.–

Tuition fees for the following school year may be subject to cost related increases as approved by the Board of Trustees.

Certain fees/charges are not included in the tuition fees outlined above. These include, but are not limited to: lunch, school bus service, speech therapy, College Board/AP/IB exam fees, as well as optional trips, sports events/tournaments.

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. It is at the discretion of the school to decide when a student should exit the EAL programme. There is no additional cost for EAL.

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Students withdrawn...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 of withdrawal has been given...	will be invoiced...
after the start of the school year	December 31st	on or before October 15th	50% of the annual tuition fees
after December 31st	March 31st	between October 16th 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 ISZL (CONTINUED)

Enrolment

- Enrolment is for the whole school year. The tuition fee is payable within thirty days of date of the invoice. All school invoices will be sent electronically. 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 8 instalments. These payment options are open to private payers only and must be pre-arranged with the Business Office on a yearly basis (E-mail: billing@iszl.ch). For families who enrol after August 2023, 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

If there are no changes on Cantonal Legislation and requirements are met, ISZL receives a cantonal subsidy for residents living in the Canton of Zug. Entitlement is for students from Kindergarten to Ninth Grade, who were born before June 1st 2018, have started at ISZL and have been registered with the Canton of Zug by November 15th 2023. As per cantonal legislation, ISZL deducts half of this subsidy from the annual tuition fee of those students eligible. This process is managed by the Business Office. The other half of the subsidy is used for general educational purposes to the benefit of all ISZL students.

Unpaid school fees/invoices

In the event of an unpaid invoice, third parties may be engaged by ISZL for the recovery of any outstanding fees and costs. For this purpose, ISZL reserves the right to pass on the required personal details to the relevant third party agency.

School Bus Service

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

Parents' Association Fee

A yearly 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.

Force Majeure

Where ISZL is forced to close the school, or part of the school, due to reasons beyond it's control there will be no refund of Tuition Fees/Other fees.

Data Use

ISZL processes personal data, some that is sensitive, of its employees, parents, alumni, and other community members in order to operate as an international school and as an employer in Switzerland. The school will ensure that personal data is processed lawfully with an appropriate justification. Please see the ISZL privacy notice on our website for more details.

Publication of Images of Students

As part of our teaching and learning programme and in the documentation and sharing of that programme, images and/or video containing your child may be published online on the ISZL website, ISZL newsletter, ISZL social media sites, other school moderated sites or in other ISZL publications. Students will not be identified by their full name with the exception of the ISZL Yearbook and in password-protected ISZL online learning tools (e.g. Schoology). If you have questions about this or do not wish to have images and/or video of your child published by ISZL then please address this with your Admissions representative.

Policies

School policies and regulations 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 by hand. Thank you.

I/we hereby agree to comply with the Enrolment and Fees Payment Policy as listed above and confirm that I/we have read, understood and agree to ISZL's Financial Regulations. The signees are jointly and severally liable for all claims of ISZL concerning the child(ren) enrolled in this form (tuition fees, registration fees, additional costs, other costs etc.) regardless of the invoice recipient. Such joint and several liability does not only apply for the school year applied for in this form but also for any following school years. If you are not a single parent/guardian then both parents/guardians are required to sign below. **(Please use blue or black ink.)**

Date: Parent/Guardian: Signature:

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