

## Financial Regulations

### *Our Mission*

We are a community of learners determined to make the world – or our corner of it – a better, kinder place. We reflect our values in everything we do so that we make the most of opportunities and challenges in a spirit of enthusiastic inquiry.

### *Our Vision*

We help every student turn learning into action, creating opportunities for students to stretch themselves further and achieve more than they believe possible.

### *Our Values*

**We respect.** We show empathy and are inclusive and thoughtful in our interactions with others. Every person is valued and valuable.

**We motivate.** We inspire each other and grow by building on everyone's individual and collective passions.

**We achieve.** We create an exceptional learning environment focused on academic achievement and holistic development.

(ISZL, 2020)

## 1 Preamble

By signing the International School of Zug and Luzern's (hereinafter "ISZL") Enrolment/Re-Enrolment and Fees Payment Policy, parents/guardians agree to comply with the provisions of the ISZL's Financial Regulations. It is understood and agreed that the parents/guardians are ultimately liable for all school related fees, including but not limited to, tuition and service fees, regardless of the invoice recipient.

ISZL's Financial Regulations will be updated as necessary and supersede all former financial agreements between parents/guardians and ISZL.

## 2 Terms and Conditions

### 2.1 Registration Fee

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 or refunded to parents, guardians and/or company.

The registration fee may be waived for a returning student who left ISZL not more than twelve calendar months from the date of re-application and is subject to the approval of the Director of Admissions, Communications and Marketing and the Director of Operations.

## 2.2 Tuition Fees

Tuition fees for the following school year may be subject to cost related increases as approved by the Board of Trustees. Parents/guardians of current students will be informed in writing of any modification to the tuition fees.

## 2.3 Enrolment

Enrolment is for the whole school year. The tuition fee is payable within thirty days of the date of the invoice or before the start of the next payment period. All other fees are payable as stated on each 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](mailto: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.

Renewal of any payment agreement is subject to evaluation and approval by ISZL before the end of each school year:

- 2 Instalments:
  - First payment August 31<sup>st</sup> or within 10 days from date of invoice
  - Second payment January 31<sup>st</sup>
- 3 Instalments:
  - First payment August 31<sup>st</sup> or within 10 days from date of invoice
  - Second payment December 31<sup>st</sup>
  - Third payment March 31<sup>st</sup>
- 4 instalments:
  - First payment August 31<sup>st</sup> or within 10 days from date of invoice
  - Second payment October 31<sup>st</sup>
  - Third payment January 31<sup>st</sup>
  - Fourth payment March 31<sup>st</sup>
- 8 Instalments:
  - First payment August 31<sup>st</sup> or within 10 days from date of invoice
  - Second to eighth payment: end of every month from September until March

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.

## 2.4 Re-Enrolment

Students must be re-enrolled by March 31<sup>st</sup>, at the latest, in order to guarantee a place for the next school year. Students who are re-enrolled for the new school year and who are then subsequently withdrawn before the start of classes, will be charged 25% of the new annual tuition fees.

Students who are not re-enrolled by March 31<sup>st</sup> and who are subsequently re-enrolled after this date, will be deemed to be new students to the school and may be subject to an additional registration fee.

Re-Enrolment is subject to approval by ISZL.

## 2.5 Late Enrolment

Students enrolled between...	and...	will be invoiced...
the start of the first term	September 30th	100% of the annual tuition fees
October 1 <sup>st</sup>	October 31 <sup>st</sup>	90% of the annual tuition fees
November 1 <sup>st</sup>	November 30th	80% of the annual tuition fees
December 1 <sup>st</sup>	December 31 <sup>st</sup>	70% of the annual tuition fees
January 1 <sup>st</sup>	January 31 <sup>st</sup>	65% of the annual tuition fees
February 1 <sup>st</sup>	February 28th	60% of the annual tuition fees

Students enrolled on March 1<sup>st</sup> or after will be invoiced on a sliding scale until the end of the school year.

## 2.6 Early Withdrawal

Student withdrawals must be confirmed in writing by both Parents/Guardians unless one Parent/Guardian has sole legal custody. However, this rule does not apply to students withdrawn by ISZL due to unpaid invoices, disciplinary actions, cancellation of enrolment and/or registration.

Students withdrawn...	and leave on/or before...	and where notice has been given...	will be invoiced...
after start of school year	December 31 <sup>st</sup>	on or before October 15 <sup>th</sup>	50% of the annual tuition fees
after December 31 <sup>st</sup>	March 31 <sup>st</sup>	between Oct.16th and Dec.31 <sup>st</sup> in previous calendar year	75% of the annual tuition fees
thereafter		after December 31 <sup>st</sup>	100% of the annual tuition fees

## 2.7 Additional Costs

### 2.7.1 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.

### 2.7.2 School Bus Service

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

### 2.7.3 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.

### 2.7.4 Other Costs

Certain fees/charges are not included in the tuition fees. These include, but are not limited to: lunch, school bus service, speech therapy, College Board/AP/IB registration, BTEC and assessment fees, online courses or additional language courses chosen by families as part of their ISZL education, e.g. Pamoja or VHS courses, optional trips, sports events/tournaments, tutoring, after-school optional lessons, EAGLES Club, damage to school IT devices and/or properties, lost or damaged class or library books.

## **2.8 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's students.

## **2.9 Insurance**

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

## **2.10 Billing**

One tuition fees invoice will be issued per child, per school year, regardless of payment terms

As part of ISZL's commitment on preserving the environment, all school fees invoices will be sent electronically.

If a company is paying any part of the annual school fees and other fees, a separate form will be issued by the Business Office which must be completed and signed by the company's duly authorized signatory.

A fixed administration fee of CHF 200.- may be charged for any special billing requests which includes, but is not limited to, the following:

- Issuance of more than one tuition fees invoice and payment slip, per student, per school year.
- Issuance of more than one invoice and payment slip for a single fee.
- Issuance of the annual tuition fees invoice before August of the following school year

A fixed administration fee of CHF 50.- will be charged for each request that has been approved by the Primary School Assistant Principal to change a student's Early Years attendance on dates other than those specified on the Early Years Attendance Registration Form.

## **2.11 Unpaid School Fees/Invoices and Late Payment**

In the event of any unpaid invoices which are overdue for more than 60 days, ISZL reserves the right to terminate the enrolment contract. ISZL will coordinate with the local school authorities to prepare for the withdrawal of any student from ISZL and, where appropriate will inform the director of the corresponding local school regarding enrolment of the student by the end of any given semester.

A student's school report, transcript and any other school records may be held back until all outstanding invoices are settled in full.

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.

ISZL reserves the right to re-allocate the place of a student enrolled for the next school year should the full tuition fee and/or other associated costs due for payment during the current school year not be settled by the end of May of the said school year.

In case of more than one outstanding invoice, any payment will be applied to the oldest invoice.

## **2.12 Refund of Fees**

There will be no refund of fees due to:

- force majeure; and/or
- any decision made by the federal or cantonal government.

Where ISZL is forced to close the school, or part of the school, or can provide only limited services due to reasons beyond its control, there will be no refund of Tuition Fees/Other Fees. This includes, but is not limited to, the following situations:

- war, invasion, rebellion, insurrection or civil war;
- act of Government;
- earthquakes, fire, lightning, storms, floods, severe weather or any other occurrence caused by the operation of the forces of nature;
- strikes, lockouts, sit-ins, work-to-rule, boycotts and/or labour disputes;
- terrorism, sabotage and/or arson;
- infectious disease (Outbreaks, Epidemics, Pandemics);
- significant pollution;
- contamination, radiation and/or ionisation of any nature whatsoever;
- any event, occurrence and/or circumstance of whatsoever nature beyond the reasonable control of the School; and/or
- any other event similar to any of the foregoing.

There will be no refund of fees due to student disciplinary actions, suspension, expulsion. ISZL will not grant refunds for any services due or already rendered in the event a student is suspended or expelled from the school due to disciplinary grounds.

## **2.13 Policies**

School policies and regulations are online and available through the school website.

## **2.14 Amendments**

ISZL reserves the right to amend these Financial Regulations as deemed necessary. The Schedule of Fees is updated on a yearly basis, upon approval by the Board of Trustees.

## **2.15 Disputes and Legal Jurisdiction**

The agreement shall be governed by and construed in accordance with Swiss Law. The parties submit to the exclusive jurisdiction of the courts of Zug, Switzerland in relation to any dispute arising from this agreement.

### **3 Schedule of Fees 2023/24 (All the rates below are per student)**

#### **3.1 Registration Fee**

- Starting in Early Years 1: CHF 2,000.-
- Starting in Early Years 2: CHF 3,000.-
- Starting in Kindergarten or above: CHF 5,000.-

#### **3.2 Annual Tuition Fees**

- 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.-
- First to Fifth Grade: CHF 31,600.-
- Sixth to Eighth Grade: CHF 34,900.-
- Ninth to Tenth Grade: CHF 37,200.-
- Eleventh to Twelfth Grade: CHF 37'700.-

### **4 Update**

This document has last been updated on April 25, 2023.