



**inter-community
school zurich**

EST. 1960

Financial Regulations 2024-2025

1. Terms and conditions

By enrolling your child in the Inter-Community School Zurich (hereafter named ICS), parents/guardians agree to comply with the terms and conditions and the schedule of fees described in these Financial Regulations. These Financial Regulations supersede all former financial agreements between the parties. Parents/guardians who wish to apply for a place for their child(ren) may do so by following the online application process.

1.1. Application Fee

An Application Fee of CHF 400 is due for each student new to ICS or returning after leaving the school. Applications will not be considered until the Application Fee is paid. Kindly note that it is non-refundable and is paid online by credit card (MasterCard or VISA).

1.2. Capital Fund Fee

The Capital Fund Fee of CHF 5'000 (Nursery CHF 1'000) is used for the continual enhancement of the school environment. CHF 1'000 is due for each new student upon accepting an enrolment offer. The Capital Fund Fee is non-refundable.

Children moving from Nursery to Pre-Kindergarten will be invoiced CHF 4'000 with the first Tuition Fee invoice. Returning students are only liable for the difference between the Capital Fund Fee originally paid and the fee at the time of re-entry.

1.3. Tuition Fee

Annual Tuition Fees include:

- Essential educational materials and books
- Access to computing devices
- Up to three hours per week of additional learning support
- Mandatory curricular trips
- IB/DP exams

Other fees which are not included in the Tuition Fee are defined under "Other Fees", see section 2.1.

1.4. Payment of Tuition Fee

The first portion (60%) of the Tuition Fee is due in August 2024; the second portion (40%) is due in January 2025. For information on an optional instalment plan with an administration charge of 2%, please contact the Finance Office (billing@icsz.ch). No refund of fees will be issued regardless of absences due to family, public or other holidays, illness or accident, as well as in the event ICS is forced to close temporarily due to circumstances beyond the school's control. In the event that a student is permanently excluded from the School, we will not grant any refunds for services due or already rendered.

Parents/guardians are responsible for complying with all financial matters, regardless of the billing address. All invoices are due according to the terms stated on each invoice.

1.5. Administrative Charge

An administrative charge of CHF 2'000 will be applied in case a student is withdrawn after having confirmed her/his re enrolment for the upcoming academic year. This does not apply to the Nursery.

For Nursery, if a notice of withdrawal is given less than 2 months before the start of the contract, a cancellation fee of CHF 200 will be charged.

1.6. Late Enrolment

For student late enrolment the Tuition Fee is prorated monthly (11 months from August 2024 to June 2025) as per the first day of each month, plus an enrolment surcharge of 5% of the Annual Fee. This does not apply to the Nursery.

1.7. Early Withdrawal

Early withdrawal must be made in writing with a notice period of two (2) months to the end of the month. For the preceding months and including the month of withdrawal, the tuition fee will be prorated monthly (11 months from August 2024 to June 2025) as of the last day of each month, plus a withdrawal surcharge of 5% of the Annual Fee. Students' withdrawal must be confirmed in writing to admissions@icsz.ch.

For Children enrolling to the ICS Nursery programme, a two-week familiarization period is granted. Thereafter, a child's withdrawal from the Nursery must be made in writing to admissions@icsz.ch, observing a notice period of one month to the end of the month. If no notice is received, the month during the cancellation period will be billed.

1.8. Late Payments and Exception

1.8.1 A late payment charge of 2% per month or an administration fee of CHF 50 whichever is greater will be applied to any past due balance.

1.8.2 If monthly instalment payments are not received by the due date set out, ICS reserves the right to set due the full amount.

1.8.3 ICS has the right to refuse entry to class and final examinations, and to withhold diplomas, reports and transcripts of students if payment remains outstanding following two written reminders.

1.8.4 A student may not be allowed to graduate unless all outstanding balances have been settled. All other arrangements for payment must be approved in writing by the Head of School.

1.9. Tuition Fee Remission

ICS may grant a limited tuition fee remission to students in exceptional circumstances for one year only. Remission requests can only be considered after completion of a student's first year at ICS

1.10. Data Protection

ICS may collect data relating to enrolment and tuition. It respects the Swiss data protection legislation as well as the European general data protection regulations and will treat that information confidentially. In case of an unpaid invoice, third parties may be engaged by ICS for the recovery of any outstanding fees and costs. For this purpose, ICS reserves the right to forward the necessary personal data to the relevant third-party.

1.11. Insurance

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

1.12. Amendments

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

2. Schedule of Fees 2024 – 2025

	Fee	CHF	Conditions
2.1	Application Fee	400	One-time fee, non-refundable, see section 1.1
2.2	Capital Fund Fee		
	Nursery	1'000	One-time fee, non-refundable, see section 1.2
	Pre-Kindergarten or higher	5'000	One-time fee, non-refundable, see section 1.2
2.3	Tuition Fee		Annual fee
2.3.1	Nursery		
	Half Days	12'600	Incl. morning Snack and Lunch
	Full Days	23'400	Incl. Lunch and Snacks (AM & PM) <i>Any changes in enrolment choices should be notified in writing to admissions@icsz.ch two weeks in advance.</i>
2.3.2	Preschool		
	Pre-Kindergarten & Kindergarten 1	16'900 26'500	Half Days Full Days <i>Any changes in enrolment choices should be notified in writing to admissions@icsz.ch two weeks in advance.</i>
	Kindergarten 2	32'500	
2.3.3	Primary School		
	Grades 1 – 5	32'500	
2.3.4	Secondary School		
	Grades 6 – 8	36'600	
	Grades 9 – 10	37'600	
	Grades 11 – 12	39'700	Inclusive of IB/DP exams fees as listed in sec. 1.3

2.1. Other Fees invoiced separately

- School Bus Service
- Additional Learning Support
- Before and After School Care
- After School Clubs
- Lunch (except Nursery)
- Extra-curricular activities and transportation
- Hire of music instrument
- Additional and / or replacement of lost, stolen, or damaged IT devices, text & library books
- Athletics equipment
- Retaking or Re-marking of IB examinations
- Other costs notified to you by ICS



3. Enrolment Agreement

By completing and signing this section, we agree to and will comply with the Terms and Conditions described in these Financial Regulations 2024-2025. Signatures of both Parents/Guardians are required.

Student(s) Name(s)	
Parent / Guardian Name (1)	Signature (1)
Parent / Guardian Name (2)	Signature (2)
Place	Date (Day / Month / Year)

- 3.1. **The employer will pay the Tuition Fee** **Yes** **No**
- 3.2. **The employer will pay the School Bus Service Fee** **Yes** **No**
- 3.3. **The employer will pay any other Fee** **Yes** **No**

If you replied Yes to either 3.1, 3.2, or 3.3, please complete the Company Information below:

Company Information (Employer)

Company Name	
Mailing / Billing Address, City, Post Code	
Company Contact Person (print name, telephone, email)	
Employer Signature (print name, duly authorized signature and stamp)	Date (Day / Month / Year)



4. Cooperation Agreement

This section applies if your Employer is a Cooperation Agreement partner of ICS. By completing and signing this section, the Company confirms that the student/s listed herein is/are subject to the Cooperation Agreement and that the Company will comply with the Financial Regulations 2024-2025.

Student(s) Name(s)	
Company Name	
Mailing / Billing Address, City, Post Code	
Company Contact Person (print name, telephone, email)	
Employer Signature (print name, duly authorized signature and stamp)	Date (Day / Month / Year)

For further clarification, please contact admissions@icsz.ch.



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EST. 1960

potential • passion • responsibility