

*We are a respectful, learning focused community where each student is inspired to achieve his or her potential and to become an ethical, confident, and internationally-minded citizen of tomorrow.*

## Tuition & Fees Schedule for 2018/19

Annual Tuition	PRESCHOOL (2-4 year olds)	KINDERGARTEN	GRADES 1-5	GRADES 6-8	GRADES 9-12
	EUR 8 567	EUR 10 022	EUR 13 528	EUR 14 856	EUR 15 814

### Registration Fees

<b>One-time, non-refundable membership fee - per student (NEW STUDENTS ONLY)</b>
EUR 1 600

*If a member leaves ISR and rejoins in the same academic year no new registration fees apply. If a member rejoins ISR in the consecutive academic year a 25% registration fee is applied. If a member rejoins ISR in a following academic year a full registration fee is applied.*

### Annual Fees

<b>Capital Fee - per student, per year (non-refundable)</b>
EUR 1 000

## Payment Schedule

Tuition and fees may be paid in 1, 2, 4, or 8 installments, as per the following schedule:

Invoices to be issued	Prepayment (non-refundable)	The balance of annual tuition & fees 20.07.2018									
		MONTHS	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB
No. of payments	15.06.2018			05.08.2018	05.09.2018	05.10.2018	05.11.2018	05.12.2018	05.01.2019	05.02.2019	05.03.2019
1 payment	10%			90%							
2 payments	10%			40%		50%					
4 payments	10%			30%		20%		20%		20%	
8 payments	10%			15%	15%	10%	10%	10%	10%	10%	10%

**Please note: no deductions are made for your child being away from school due to holidays or illness.**

1. For members leaving the school before the end of the school year please refer to the refund policy at the end of this document.
2. If any payment is 10 calendar days overdue, you will be charged **an Administrative Fee of EUR 28,46 and interest at 0,1% per day for the late payment.**
3. The Director may exclude students from classes when payments are overdue more than 30 calendar days, and ISR reserves the right to submit cases of debt collection to a third party of its choice at the cost of the debtor.
4. The school administration has the right to withhold a student's documents – progress reports, transcripts and diplomas, if the member is not in good standing, i.e. has outstanding invoices for tuition, school fees or other fees, has not returned library books or other resources that are property of ISR. The school administration will warn the member in writing at least 10 days in advance if any documents are to be withheld. By providing all student documents to a member, ISR confirms that a member is in good standing.

## Additional Fees

Depending on grade and/or optional services requested, some additional fees will apply.

Additional Fees	<b>Book Fees</b>	<b>Mandatory.</b> Workbooks, consumables & field trips throughout the school year. Approximate costs: EUR 170,00/year (Preschool); EUR 235,00/year (KG-grade 12). Amounts for 2018/19 will be confirmed at the beginning of the school year.
	<b>IGCSE &amp; A Level Exams</b>	<b>Grades 10-12 only.</b> Costs will be confirmed in the first semester.
	<b>Hot Lunches</b>	<b>Optional.</b> The school provides students with catered hot lunches. Menus and application forms are sent out before the beginning of each quarter. Approximate costs: EUR 3,45/day (Primary); EUR 4,20/day (Secondary).
	<b>After School Activities</b>	<b>Optional.</b> After School Activities run from 3:20-4pm, Mon-Fri. Information will be sent out at the beginning of each semester. Those activities requiring instructors/equipment outside of the school's regular resources will incur an additional cost.
	<b>Busing</b>	<b>Optional.</b> Updated busing routes and any associated costs will be forwarded to parents before the start of the school year. Please inform the Admissions Office if you are interested in this service.

## Early Withdrawal Refund Policy

For members leaving before the end of the school year, the following refund policy applies. **A member leaving the school before the end of the school year must notify the ISR Admissions Office in writing at least 30 days in advance.** Tuition must be paid for these 30 days.

Refund Schedule	<b>Period of Leaving</b>	<b>Refund of Annual Tuition</b>
	<b>August - October</b>	<b>60%</b>
	<b>November - January</b>	<b>30%</b>
	<b>February - April</b>	<b>10%</b>
	<b>May- June</b>	<b>No Refund</b>

**\*\* Please note:** In the event of *force majeure*, which causes a student or students to withdraw from the school or otherwise miss regularly scheduled school days, tuition fees already paid for the school year will not be refunded. *Force majeure is defined as an event such as war, civil strife, labour unrest, extreme weather, construction/facility defects that cannot be reasonably anticipated or controlled by the school.*