



INTERNATIONAL SCHOOL OF RIGA

Payment terms and conditions SY 2024-2025

The International School of Riga is a non profit private school, governed by the elected School Council. The annual tuition and fees are determined by the School Council and approved by the Association at its Annual General Meeting (AGM).

Membership & Capital Fees School Year 2024/2025

Membership Fee: € 1 600

The membership fee is a one-time, per student fee.

Capital Fee: € 2 000 for new students | € 1 500 for returning students

The capital fee is a yearly, per student fee. It is raised as a contribution to the continued development of School facilities, including purchase, development or improvement of property and equipment; loan repayments to purchase or develop property, including interest charges; and property rent expenses.

Annual Tuition School Year 2024/2025

Grade	Tuition in EUR
Preschool	€ 10 200
Kindergarten	€ 11 900
Grades 1-5	€ 15 400
Grades 6-8	€ 16 900
Grades 9-12	€ 17 900

Optional Services

Lunch: ISR provides a hot lunch program. Costs will be confirmed.

Transportation: ISR provides daily bus service to/from both campuses, within central Riga, including Marupe. The bus service is available to all students aged 3+. The bus costs are invoiced per semester. Costs will be confirmed.

We offer ISR families to use 2 separate routes:

Route # 1: city center → K118 campus

Route # 2: Mārupe → V9 & V3 campus

Extended Day Program (EDP).

Exam fees: Grades 10 (IGCSE) and 12 (IBDP) only. Costs will be confirmed.

After School Arts, Sports, Academic & Athletics (ASAA's): ISR provides a comprehensive after school program that runs Monday to Friday. While most ASAA's are included in the cost of tuition, activities requiring instructors/equipment outside of the School's regular resources will incur an additional cost.

Excursions: Overnight and overseas trips are charged separately.



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Payment Schedule & Conditions

The annual tuition may be paid in 1, 2, 4 or 8 instalments. The schedule is as follows:

	1 instalment	2 instalments	4 instalments	8 instalments				
New student Start date August	Prepayment (non refundable) 10% of tuition							
	Capital Fee 2000€							
	Membership fee 1600€							
	Tuition 90%	05.08	Tuition 40% 50%	05.08 05.10	Tuition 30% 20% 20% 20%	05.08 05.10 05.12 05.02	Tuition 15% 15% 10% 10% 10% 10% 10% 10%	05.08 05.09 05.10 05.11 05.12 05.01 05.02 05.03
Returning student	Prepayment (non refundable) 10% of tuition							
	Capital Fee 1500€							
	Tuition 90%	05.08	Tuition 40% 50%	05.08 05.10	Tuition 30% 20% 20% 20%	05.08 05.10 05.12 05.02	Tuition 15% 15% 10% 10% 10% 10% 10% 10%	05.08 05.09 05.10 05.11 05.12 05.01 05.02 05.03
	Membership Fee - after official acceptance, within 10 days of invoice reception							
Capital Fee - after official acceptance, within 10 days of invoice reception								
New student Mid year entrance	Tuition - all tuition is due in full by 05.03. To discuss an installment plan, please contact the Finance office							

Conditions:

Please note: no deductions are made for a child missing school due to holidays or illness.

1. If a student is enrolled after the start of the school year, but not later than Fall Break in October, full tuition for the school year is applied and invoiced. Payment is due within 10 days of the invoice date, before the child's first day of school.
2. If a student is enrolled after the Fall Break in October any time throughout the school year ("mid-year entrant"), tuition is prorated to reflect the actual start date. For mid-year entrants, payment is due within 10 days of the invoice date, before the child's first day of school.
3. If any payment is 10 calendar days overdue, members will be charged an Administrative Fee of € 30,00 and interest at 0,1% per day for the late payment.
4. The Director may exclude students from classes when payments are overdue more than 3 months, and ISR reserves the right to submit cases of debt collection to a third party of its choice at the cost of the debtor.
5. 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 or any other fees, or has not returned library books or any 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.



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6. If the member has outstanding invoices for tuition or any other fees, the School administration has the right to deny the student's access to exams.
7. These Payment terms and conditions are an integral part of the Enrolment Agreement signed upon completion of the enrolment process, agreeing to abide by the conditions of the School, including the Payment Terms and conditions (Appendix 2).

Early Withdrawal

Families 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. If the tuition has been paid for the full year or in advance for future periods, the proportional part of advanced payment shall be refunded. For refund calculation the last school day shall be used.

Tuition amount % to be paid by the time of early withdrawal:

After August 5	25%
After September 5	40%
After October 5	50%
After November 5	60%
After December 5	70%
After January 5	80%
After February 5	90%
After March 5	100%

Conditions:

1. **The refund does not include the Capital Fee and the Membership Fee, or the 10% Prepayment, which are non-refundable.**
2. If for any reason, when a member leaves ISR, they have paid less than the amount owed according to the payment schedule, the member will be asked to pay the remaining amount even though the child will no longer be a student at ISR. No student records will be released until all outstanding payments are settled.
3. In cases where students are suspended or dismissed for unsatisfactory conduct or academic progress, the School reserves the right to withhold any refund of tuition or fees.
4. 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 an act of God, accident, fire, flood, war, riot, civil unrest, act of terrorism, chemical or biological contamination, strikes, industrial disputes, outbreak of epidemic or pandemic of disease, extreme weather, construction/facility defects, cyber-attack, compliance with any law or governmental order, rule, regulation or direction (including that of a local authority), failure of utility service or transportation, that cannot be reasonably anticipated or controlled by the School.