

It is the policy of the school to plan the education of its students for the entire academic year. Payment of fees is therefore arranged with this in mind.

1. **Enrolment Fee:** € 600,00 (for new students)
- Re-Enrolment Fee:** € 200,00 (for returning students)
- Late Enrolment Fee:** € 900,00 (for students starting in Terms 2 and 3)

The (Re-)Enrolment Fee is required each year upon initial enrolment and will be billed with the tuition fee invoice for the new academic year. This fee is payable once a (Re-)Enrolment Contract has been submitted and accepted in writing by ISF. It will not be refunded if the application is cancelled. Please refer to §5.

### 2. Tuition Fee per year in Euros:

Grade Kindergarten Preschool	Grade 1-3	Grades 4 – 6	Grades 7 – 9	Grades 10 – 11	Grades 12
13.770,00	16.950,00	18.000,00	19.650,00	21.255,00	22.350,00

*Students normally graduate in Grade 12. Tuition Fee per year for Grade 13: € 22.500,00*

### 3. Payment Dates

One third of the annual tuition plus the full Enrolment/Re-enrolment Fee is due and payable by **June 15, 2023**

One third of the annual tuition is due and payable by **September 15, 2023**

One third of the annual tuition is due and payable by **December 15, 2023**

The tuition fee invoice will be sent in May. For new students enrolling later, an invoice will be issued upon enrolment and the above payment dates apply. Tuition fee invoices issued after December 1<sup>st</sup> are due and payable in full within 2 weeks of the invoice date.

Please ensure payments include all bank transfer charges.

### 4. Discounts

#### Family:

Family Discounts on the full yearly tuition fee are applicable as follows provided that the children are enrolled at the same time:

- € 750,00 tuition discount for the second child
- € 1.500,00 tuition discount for the third child and
- € 2.250,00 tuition discount for each additional child

#### Payment by Direct Debit:

- A discount of € 150,00 (€ 50,00 per instalment) is granted for payment of the tuition fee instalments by direct debit on the above due dates or on the first working day thereafter.
- This discount is not granted in addition to the early payment discount.
- The **original** SEPA direct debit mandate must be received from the parents, guardians or the company **14 days before the first due date**.
- The SEPA direct debit mandate is valid for the whole period of the child's enrolment, unless it is cancelled.

#### Early payment:

For full payment of the yearly tuition fee by June 15, 2023, a discount of € 300,00 is granted.

### 5. Cancellation

A cancellation fee of € 1.800,00 in addition to the Enrolment/Re-Enrolment Fee will be charged if a (Re-)Enrolment application is withdrawn after July 15, 2023. For enrolment applications withdrawn before July 15, 2023 the (Re-)Enrolment Fee will be charged.

## 6. Late Enrolment

For students starting in Term 2 (from November 28, 2023) two thirds of the annual tuition is due and payable in addition to the late enrolment fee of € 900,00. Two thirds of the family discount will be granted if applicable.

For students starting in Term 3 (from March 19, 2024) one third of the annual tuition is due and payable in addition to the late enrolment fee of € 900,00. One third of the family discount will be granted if applicable.

## 7. Leaving during the school year

Parents/Guardians are required to give **at least one month's written notice before the beginning of the next term\*** if they intend to withdraw a child from the school. In such a case tuition paid in advance for the unattended academic term(s) will be refunded. Any discounts granted under §4 will be deducted from the refund. Withdrawal Notification forms are available upon request.

**\* Term 2 begins November 28, 2023. Written notice of withdrawal required by October 27, 2023.**

**Term 3 begins March 19, 2024. Written notice of withdrawal required by February 19, 2024.**

There is no refund of tuition fees for dis-enrolment as a result of disciplinary measures or for instructional days lost due to reasons beyond the school's control. Fees paid for any other activities/services provided by the school are not refunded.

## 8. Enrolment for less than a term

A student who enrolls late or withdraws early and attends school for 5 weeks or more of an academic term is charged for the entire term (one tuition fee instalment).

A student who enrolls late and attends school during the last 4 weeks of an academic term is charged half of the tuition fee for the academic term in question. No extension is possible if School Holidays or Public Holidays fall within the last 4 weeks of an academic term.

A student who withdraws early and attends school during the first 4 weeks of an academic term, is charged half of the tuition fee for the academic term in question provided written notice of withdrawal is received 4 weeks before the start of this term. No extension is possible if School Holidays or Public Holidays fall within the first 4 weeks of an academic term.

No discounts can be granted for charges for less than a whole term.

No reduction in fees can be made for any prolonged absences.

## 9. Overdue payments

If it is necessary for ISF to send a reminder for tuition fee payments, an administration surcharge of € 50,00 per reminder will be charged.

## 10. Food and Transport

Hot lunch and transportation services are provided by outside firms. Information is available upon request.

## 11. Books

One set of books is provided for each student per school year.

## 12. Other Costs

Summer School fees and charges for items such as external examination fees are billed additionally. Further costs may be incurred for items such as dress code items, the replacement of lost materials, for some after-school activities and for extra-curricular trips.

## 13. Tax Deductibility

It may be possible to claim up to 30% of the tuition fees paid for Grades 1-13 as tax-deductible expenses on your tax return. A receipt for fees paid in the **calendar year 2023** will be issued by the Accounts Department in February 2024.

## 14. Bank Details

Account Holder: ISF International School Frankfurt Rhein-Main Verwaltungs-GmbH  
Credit Identifier: DE11ZZZ00000036534  
Bank: Deutsche Bank, Rossmarkt 18, 60311 Frankfurt  
IBAN: DE95 5007 0010 0093 4893 00  
SWIFT/BIC Code: DEUTDEFFXXX

Please include the Student ID number on all transfers.