

# Financial Regulations



**Instructions:** Parents/employer must agree to the ISR Financial Regulations before enrollment. Please sign page 3 where indicated and return the form with your application for admission.

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## 1 Conditions and Terms

### 1.1 Registration Fee

The registration fee must accompany an application for admission before it can be considered. If a student is not accepted for admission, the registration fee less CHF 325 is refunded.

### 1.2 Tuition Fee

Tuition fees include books but not the following:

- additional and / or replacement of lost, stolen, or damaged textbooks
- other fees as defined under "Other Fees" under the Schedule of Fees (Section 2.4).

### 1.3 Capital Fund Fee

The capital fund fee is a one time fee and is non-refundable. It must be paid in the first year of attending the ISR. For students in Pre-School and Kindergarten no capital fund fee is due.

### 1.4 Payment of Fees

The tuition and capital fund fee are due before the first day of classes in August. All other invoices are payable as stated on the invoice. Tuition fees can be paid in nine monthly payments, but the last payment has to be made in April and 3.5% of the tuition fee will be charged. A late payment charge of 1% per month is added to any balance past due. All other arrangements for payment must be approved in writing by the ISR. A student may be barred from attending school if the school account remains unpaid following two written reminders. School records cannot be issued until all balances outstanding have been settled. No refund of fees will be issued in the event ISR, or any part of it, is forced to close due to circumstances beyond the school's control.

### 1.5 Late Enrollment

Student enrolling

- before 15<sup>th</sup> November are charged 100% of the annual tuition fee
  - after 15<sup>th</sup> November are charged 75% of the annual tuition fee
  - after 1<sup>st</sup> January are charged 65% of the annual tuition fee
  - after 1<sup>st</sup> April are charged 45% of the annual tuition fee
  - between 1<sup>st</sup> May and the end of the school year are charged 25% of the annual tuition fee\*
- \*only in long-term commitments

### 1.6 Early Withdrawal

Student withdrawing

- between 1<sup>st</sup> April and before the first day of classes are charged 25% of the annual tuition fee
- before 15<sup>th</sup> November are charged 45% of the annual tuition fee
- before 1<sup>st</sup> January are charged 65% of the annual tuition fee
- before 1<sup>st</sup> April are charged 75% of the annual tuition fee
- after 1<sup>st</sup> April are charged 100% of the annual tuition fee

### 1.7 Insurance

Parents are required to maintain health, accident, and liability insurance for their children.

### 1.8 Billing

The parent/guardian(s) who signs this Financial Regulations form is responsible for all financial matters, regardless of the billing address.

### 1.9 Amendments

The School reserves the right to amend these Financial Regulations and the Schedule of Fees as deemed necessary.

### 1.10 Disputes

Any dispute arising from these Financial Regulations shall be settled by the courts of the Canton of St. Gallen, Switzerland, place of venue being the district court of Buchs SG.

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## 2 Schedule of Fees 2009/2010

### 2.1 Registration Fee

Registration (per student)

- |                             |     |       |   |
|-----------------------------|-----|-------|---|
| • Pre-School & Kindergarten | CHF | 1'150 | non-refundable – yearly fee (included in tuition fee) |
| • Grade 1 – 12              | CHF | 670   | non-refundable – yearly fee                           |

### 2.2 Capital Fund Fee

- |                |     |       |                               |
|----------------|-----|-------|-------------------------------|
| • Grade 1 – 12 | CHF | 4'500 | non-refundable - one time fee |
|----------------|-----|-------|-------------------------------|

### 2.3 Tuition Fee

- |                 |     |        |                           |
|-----------------|-----|--------|---------------------------|
| • Pre-School    | CHF | 14'800 | 3 – 5 half days           |
| • Pre-School    | CHF | 16'300 | 1 Full Day / 4 Half Days  |
| • Pre-School    | CHF | 17'700 | 2 Full Days / 3 Half Days |
| • Pre-School    | CHF | 19'000 | 3 Full Days / 2 Half Days |
| • Pre-School    | CHF | 20'100 | 5 full days               |
| • Kindergarten  | CHF | 20'100 | 5 full days               |
| • Grade 1 – 3   | CHF | 20'300 |                           |
| • Grade 4       | CHF | 22'000 |                           |
| • Grade 5       | CHF | 22'500 |                           |
| • Grade 6 – 10  | CHF | 25'300 |                           |
| • Grade 11 – 12 | CHF | 28'300 |                           |

### 2.4 Re-marking, Re-taking exam fees

Re-marking, re-taking Exams and other services offered by the IBO regarding the IBDP exams - charged the costs as set by the IBO and this amount is sent directly to the IBO. These fees are subject to change and are announced yearly.

For 2009/2010:

Re-marking is CHF 114

Re-taking exams is CHF 160 for candidate registration fee and CHF 109 per subject

In addition the following costs are charged for taking the exams:

ISR Administration Fee	CHF	1'500	
Supervision Fee	CHF	80	per 40 minutes of examination or part thereof
Postage Fee		variable	costs as calculated by DHL

The exam fees and the administration fee must be paid to ISR by the end of September. The supervision fees and the postage fees will need to be paid once these amounts are known. Where more than one student takes the same exam, the supervision fees and postage fees will be evenly split between the students taking the exam. The school is required to post the exams using DHL and they are sent to examiners in various places around the world as decided by the IBO. The postage fees to send a full set of exams in 6 subjects for one student may be as high as CHF 3'000 to CHF 4'000, depending on where the exams must be sent to; for students sitting for less than 6 subjects the costs will be proportionately less.

### 2.5 Other Fees

- |                            |     |          |                                    |
|----------------------------|-----|----------|------------------------------------|
| • Field Trips Grade 1 – 12 |     |          | <i>included in the tuition fee</i> |
| • Shuttle Bus <sup>1</sup> | CHF | 3'300    | only from Vaduz to Buchs           |
| • IB Diploma Exam Fees     | CHF | 850      | estimation (Grade 12 only)         |
| • Lunches                  |     | variable |                                    |
| • After School Activities  |     | variable |                                    |

<sup>1</sup> Shuttle Bus service from Vaduz to School will only operate if there are a minimum number of students taking it

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## 3 Please sign this section below. Thank you.

### 3.1 We agree to and will comply with the conditions and terms described in these Financial Regulations.

Student(s) name(s) \_\_\_\_\_

Parent/Guardian name (1) \_\_\_\_\_

Signature (1) \_\_\_\_\_

Parent/Guardian name (2) \_\_\_\_\_

Signature (2) \_\_\_\_\_

Place \_\_\_\_\_

Date (day / month / year) \_\_\_\_\_

**3.2 The employer will pay tuition fees**

Yes

No

**3.3 The employer will pay all other fees**

Yes

No

If not all, except (please specify) \_\_\_\_\_

### 3.4 Employer information

Company name \_\_\_\_\_

Contact person \_\_\_\_\_

Telephone \_\_\_\_\_

E-Mail \_\_\_\_\_

Mailing address \_\_\_\_\_

Employer signature \_\_\_\_\_

Date (day / month / year) \_\_\_\_\_