

Financial Regulations 2023/2024

Instructions:

Parents/employer agree to the ISR Financial Regulations before enrollment.

1 Conditions and Terms

1.1 Registration Fee

The registration fee must accompany an application for admission before it can be considered.

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 and 2.5).

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 or once a child enters grade one. For students in Kindergarten 1, 2 and 3 no capital fund fee is due. In case of re-entry (for example after 2 years of interruption), the capital fund fee is no longer payable.

1.4 Payment of Fees

The tuition and capital fund fees 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 an additional 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. A student will not be re-registered for a new school year if the previous school year's fees have not 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

Students enrolling

- before 15th November are charged 100% of the annual tuition fee
- after 15th November are charged 75% of the annual tuition fee
- after 1st January are charged 65% of the annual tuition fee
- after 1st March are charged 45% of the annual tuition fee

- between 1st 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

Students withdrawing

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

1.7 Re-enrollment and Withdrawal for the Next School Year

Students are automatically re-enrolled each school year. Acceptance of automatic re-enrollment by ISR is contingent upon several requirements, as per the ISR Admissions Policy. Notification of leaving is required by March 31st each school year.

Students withdrawing:

- by March 31: exempt from fees for the following school year
- as of April 1, and before the first day of classes of the following school year: 25% of the annual tuition fees (late withdrawal penalty)

1.8 Insurance

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

1.9 Billing

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

1.10 Amendments

The School reserves the right to amend these Financial Regulations and the annual Schedule of Fees as deemed necessary. Parents are informed of changes in the Schedule of Fees via ISR Newsletter and in writing by no later than March 31 of the preceding school year.

1.11 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

2.1 Registration Fee

Non-refundable – yearly fee

Kindergarten 1 - 3	CHF	1'300.—	included in Tuition Fees.
Grade 1 - 12	CHF	700.—	not included in Tuition Fees.

If a student is not accepted for admission, the registration fee less CHF 400.— is refunded.

2.2 Capital Fund Fee

Non-refundable – one-time fee for first child

Grade 1 - 12	CHF	4'900.—
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For every additional child there is **a reduction:**

second child	CHF	1'500.—
third child	CHF	3'000.—
as of the fourth child	Capital Fund Fee does not need to be paid	

2.3 Annual Tuition Fee

Kindergarten

Kindergarten 1 – 2	CHF	17'410.—	3 – 5 Half Days
Kindergarten 1 – 2	CHF	19'380.—	1 Full Day / 4 Half Days or 3 Full Days
Kindergarten 1 – 2	CHF	20'950.—	2 Full Days / 3 Half Days
Kindergarten 1 – 2	CHF	22'620.—	3 Full Days / 2 Half Days or 4 Full Days
Kindergarten 1 – 2	CHF	23'760.—	5 Full Days
Kindergarten 3	CHF	24'700.—	5 Full Days

Primary Years

Grade 1	CHF	25'530.—
Grade 2	CHF	25'530.—
Grade 3	CHF	26'270.—
Grade 4	CHF	26'270.—
Grade 5	CHF	27'520.—

Middle Years

Grade 6	CHF	28'560.—
Grade 7	CHF	30'130.—
Grade 8	CHF	30'130.—
Grade 9	CHF	30'860.—
Grade 10	CHF	30'860.—

Diploma Programme

Grade 11	CHF	33'570.—
Grade 12	CHF	33'570.—

Tuition Fees are reduced as follows:

No reduction on Tuition Fees is given for the first or second child at ISR. For three or more children at ISR, there is a 25% reduction on each child. The first child is the oldest one, which is at ISR in the given year.

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2.4 IB Diploma Programme Fees

Online Course Fees	Approximately CHF 1'400.— per year
	Students who choose to do an online IB Diploma course through Pamoja Education are charged the costs of the course as set by Pamoja Education.
Exam Fees	Approximately CHF 1'400.— IB Diploma Exams (only Grade 12)
IB Diploma exams, re-marking, re-taking exams and other services	Fees set by the IB and paid directly to the IB – subject to change and announced yearly by the IB.
School Services for past students not currently registered	Counselling, Consulting, Administering Tests, Tutoring, etc. Support by a Teacher: CHF 100.— per 60 minutes or part thereof Support by an Assistant: CHF 70.— per 60 minutes or part thereof

2.5 Other Fees

Compulsory Field Trips	included in the tuition fee
Optional Field Trips	variable
Lunches	variable
Extra Lessons in German for advanced German speakers or in French for DELF exam preparation	CHF 650.— full year (Minimum 6 students – costs will be more if fewer students)
Pre-school care	CHF 1'000.— full year 08:00 am - 08:30 am CHF 750.— full year 08:15 am - 08:30 am
After school care	CHF 3'000.— full year 15:20 pm - 17:00 pm CHF 5'000.— full year 15:20 pm - 18:00 pm CHF 1'000.— full year 16:25 pm - 17:00 pm CHF 3'000.— full year 16:25 pm - 18:00 pm
	Children enjoy organised activities led by teaching assistants. For part-time annual attendance, the fee is prorated for the number of days attending. For ad hoc attendance, the hourly rate is CHF 25.— (must be booked). For more detailed information and Registration, please see our ISR Pre-School and After School Care Programme leaflet.
Supplementary School Support	Effective costs according to separate agreement For students' additional education needs that require 1:1 support
Repair of damage to laptops/other IT devices or other school property as a result of misuse or negligence	Costs were calculated on pro rata depreciation of the expected useful life
Additional and/or replacement of lost, stolen, damaged text and library books	Effective costs
Shuttle bus from St. Gallen to Buchs	Free of charge (places allocated on first-come first-served basis)