

# Financial Regulations 2020/2021

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## Instructions:

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

Please sign page 4 where indicated and return the form with your application for admission.

## 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.

### 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 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> March 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

Students 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> March are charged 75% of the annual tuition fee
- after 1<sup>st</sup> March 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

#### 2.1 Registration Fee

Non-refundable – yearly fee		
Kindergarten 1 - 3	CHF 1 300	included in Tuition Fees.
Grade 1 – 12	CHF 700	<b>not</b> 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

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 16 700	3 – 5 Half Days
Kindergarten 1 – 2	CHF 18 600	1 Full Day / 4 Half Days or 3 Full Days
Kindergarten 1 – 2	CHF 20 100	2 Full Days / 3 Half Days
Kindergarten 1 – 2	CHF 21 700	3 Full Days / 2 Half Days or 4 Full Days
Kindergarten 1 – 2	CHF 22 800	5 Full Days
Kindergarten 3	CHF 23 700	5 Full Days

##### Primary Years

Grade 1	CHF 24 500
Grade 2	CHF 24 500
Grade 3	CHF 25 200
Grade 4	CHF 25 200
Grade 5	CHF 26 400
Grade 6	CHF 27 400

##### Middle Years

Grade 7	CHF 28 900
Grade 8	CHF 28 900
Grade 9	CHF 29 600
Grade 10	CHF 29 600

##### Diploma Programme

Grade 11	CHF 32 200
Grade 12	CHF 32 200

#### 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 Program Fees

Online Course Fees	Approximately CHF 1 200 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 1 200
	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.
	For re-marking and re-taking IBDP exams, see IB Coordinator.
School Services for past students not currently registered	Counselling, Consulting, Administering Tests, Tutoring, etc. Support by a Teacher: CHF 80 per 40 minutes or part thereof Support by an Assistant: CHF 60 per 40 minutes or part thereof

### 2.5 Other Fees

Compulsory Field Trips	included in the tuition fee	
Optional Field Trips	variable	
Lunches	variable	
Lunch Supervision for half day Kindergarten	CHF 20 Session/Student CHF 1 500 full year	12:30 – 13:30
Early Morning Supervision Kindergarten 1 – 3	CHF 10 Session/Student CHF 750 full year	08:00 – 08:30
Kindergarten 1 – 3	CHF 375 full year	08:15 – 08:30
Grade 1	CHF 1 000 full year	08:00 – 08:45
Grade 1	CHF 750 full year	08:15 – 08:45
Grade 1	CHF 375 full year	08:30 – 08:45
Extra Lessons in German for advanced German speakers or in French for DELF exam preparation	CHF 600 full year	For minimum 6 students (costs will be more if fewer students)
Supplementary School Support	Effective costs according to separate agreement	For students with additional needs or above-average talents
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	

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**2.6 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) \_\_\_\_\_

**2.7 The employer will pay tuition fees**       Yes       No

**2.8 The employer will pay all other fees**       Yes       No

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

### 2.9 Employer information

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

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

Telephone \_\_\_\_\_

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

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

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

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