

# Financial Regulations 2018/2019

**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.

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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.

### 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. School records cannot be issued until all balances outstanding have been settled. 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

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

#### 2.1 Registration Fee

Registration (per student)

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

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

#### 2.2 Capital Fund Fee

- |                |     |       |   |
|----------------|-----|-------|---|
| • Grade 1 – 12 | CHF | 4'800 | non-refundable – one-time fee for first child |
|----------------|-----|-------|---|

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 Tuition Fee

- |                      |     |        |  |
|----------------------|-----|--------|--|
| • Kindergarten 1 - 2 | CHF | 16'500 | 3 – 5 Half Days                          |
| • Kindergarten 1 - 2 | CHF | 18'300 | 1 Full Day / 4 Half Days or 3 Full Days  |
| • Kindergarten 1 - 2 | CHF | 19'700 | 2 Full Days / 3 Half Days                |
| • Kindergarten 1 - 2 | CHF | 21'300 | 3 Full Days / 2 Half Days or 4 Full Days |
| • Kindergarten 1 - 2 | CHF | 22'400 | 5 Full Days                              |
| • Kindergarten 3     | CHF | 23'000 | 5 Full Days                              |
| • Grade 1            | CHF | 23'700 |  |
| • Grade 2            | CHF | 23'700 |  |
| • Grade 3            | CHF | 24'300 |  |
| • Grade 4            | CHF | 24'300 |  |
| • Grade 5            | CHF | 25'800 |  |
| • Grade 6            | CHF | 26'800 |  |
| • Grade 7            | CHF | 28'300 |  |
| • Grade 8            | CHF | 28'300 |  |
| • Grade 9            | CHF | 29'000 |  |
| • Grade 10           | CHF | 29'000 |  |
| • Grade 11           | CHF | 31'600 |  |
| • Grade 12           | CHF | 31'600 |  |

#### Tuition Fees are reduced as follows:

No reduction on Tuition Fees is given for the first or second child at ISR. For the third child is a reduction of 25% in the Tuition Fees. For four 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

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 – approximately CHF 1'000 per year.

#### Exam Fees

IB Diploma Exams (Gr 12 only)                      Approximately CHF 1'000

IB Diploma exams, re-marking, re-taking exams and other services offered by the IBO regarding the IB DP exams are 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 by the IBO.

For re-marking and re-taking IB DP exams, see IB Coordinator.

School Services for past students not currently registered in the school  
(including Counselling, Consulting, Administering Tests 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 (12:30-1:30)  
for half day Kindergarten                      CHF    20/Session/Student, CHF 1'500 full year
- Early Morning Supervision                      CHF    10/Session/Student
  - 08:00 - 08:30 Kindergarten 1-3                      CHF    750 full year
  - 08:15 - 08:30 Kindergarten 1-3                      CHF    375 full year
  - 08:00 - 08:45 Grade 1                                      CHF 1'000 full year
  - 08:15 - 08:45 Grade 1                                      CHF    750 full year
  - 08:30 - 08:45 Grade 1                                      CHF    375 full year
- Extra Lessons in German for  
advanced German speakers  
or in French for DELF exam  
preparation                                      CHF 6/Lesson/Student - for Minimum 6 Students  
(Costs will be more if fewer Students)

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- Please sign this section below. Thank you.

### 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) \_\_\_\_\_