

# TUITION AND FEES SCHEDULE

**AUGUST 24, 2020 - JUNE 25, 2021**

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	Grade Preschool	Grades 1 – 3	Grades 4 – 6	Grades 7 – 9	Grades 10 – 11	Grade 12
12.450,00	12.675,00	15.165,00	16.110,00	17.580,00	18.915,00	19.875,00

*Students normally graduate in Grade 12. Tuition Fee per year for Grade 13: € 19.875,00*

## 3. Payment Dates

One third of the annual tuition plus the full Enrolment/Re-enrolment Fee is due and payable by **June 15, 2020**

One third of the annual tuition is due and payable by **September 15, 2020**

One third of the annual tuition is due and payable by **December 15, 2020**

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, 2020 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, 2020. For enrolment applications withdrawn before July 15, 2020 the (Re-)Enrolment Fee will be charged.

## 6. Late Enrolment

For students starting in Term 2 (from November 24, 2020) 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 16, 2021) 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 24, 2020. Written notice of withdrawal required by October 23, 2020;**

**Term 3 begins March 16, 2021. Written notice of withdrawal required by February 15, 2021.**

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 or withdraws early\* and attends school for 4 weeks or less 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 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** 2020 will be issued by the Accounts Department in February 2021.

## 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.



## Information Sheet

### Reserving a School or Kindergarten Place

at

### ISF International School Frankfurt Rhein-Main

("ISF")

Valid as of 2016/2017 school year pending further notice

In order to get a school or kindergarten place at ISF, you will need to reserve a school or kindergarten place with ISF GmbH & Co. KG. This can be done either by paying a school place reservation fee (1) or by purchasing and holding a limited partnership share (2).

#### 1. Reservations via a school place reservation fee

ISF GmbH & Co.KG charges a school place reservation fee ("Fee") in addition to the tuition paid to ISF Verwaltungs-GmbH. The Fee is a total of €6,000, payable as follows:

€2,000, payable upon registration with the receipt of the 1<sup>st</sup> invoice

€2,000, payable on June 15 of the next year (2<sup>nd</sup> invoice)

€2,000, payable on June 15 of the year after that (3<sup>rd</sup> invoice)

The Fee is nonrefundable and is collected for the entire school or kindergarten year, regardless of registration or de-registration date.

#### 2. Reservations by subscribing to a limited partnership share

Alternatively, a school or kindergarten place can also be reserved by subscribing to a limited partnership share at a nominal value of €10,225 per school or kindergarten place. There is no entitlement to a limited partnership share subscription, since the amount of limited partnership shares is limited by the Articles of Association of ISF GmbH & Co. KG.

The limited partner's rights and obligations associated with a limited partnership share are based on the applicable Articles of Association of ISF GmbH & Co. KG, the applicable Shareholder Resolutions and the law.

For more information:

ISF GmbH & Co. KG, Richard-Weidlich-Platz 3, 65931 Frankfurt-Sindlingen, Germany  
Phone: **+49 (0)69 - 300 395 11** - Fax : +49 (0)69 - 300 395 08 - Email: **office@isf-net.de**  
Opening hours: Monday – Friday 9:30 am – 5:00 pm or by appointment



## **Merkblatt**

### **Schul- oder Kindergartenplatzreservierung**

an der

### **ISF International School Frankfurt Rhein-Main**

(„ISF“)

Gültig ab Schuljahr 2016/2017

Für die Belegung eines Schul- oder Kindergartenplatzes an der ISF ist die Reservierung eines Schul- oder Kindergartenplatzes bei der ISF GmbH & Co. KG erforderlich. Diese kann entweder durch die Zahlung einer Schulplatzreservierungsgebühr (1) oder durch den Erwerb und das Halten eines Kommanditanteils (2) erfolgen.

#### **1. Reservierung über Schulplatzreservierungsgebühr**

Für die ersten drei Schul- oder Kindergartenjahre wird von der ISF GmbH & Co. KG zusätzlich zu dem an die ISF Verwaltungs-GmbH zu entrichtenden Schulgeld eine Schulplatzreservierungsgebühr („Gebühr“) erhoben. Die Gebühr beträgt insgesamt € 6.000, zu zahlen wie folgt:

- € 2.000, zahlbar bei Anmeldung mit Erhalt der 1. Rechnung
- € 2.000, zahlbar zum 15. Juni des Folgejahres (2. Rechnung)
- € 2.000, zahlbar zum 15. Juni eines weiteren Folgejahres (3. Rechnung)

Die Gebühr ist nicht erstattungsfähig und wird unabhängig vom Tag der An- und Abmeldung für das gesamte Schul- oder Kindergartenjahr erhoben.

#### **2. Reservierung durch Zeichnung eines Kommanditanteils**

Alternativ kann die Reservierung eines Schul- oder Kindergartenplatzes auch durch die Zeichnung eines Kommanditanteils zum Nennwert von € 10.225 je Schul- oder Kindergartenplatz erfolgen. Ein Anspruch auf Zeichnung eines Kommanditanteils besteht nicht, da die Ausgabe von Kommanditanteilen nach dem Gesellschaftsvertrag der ISF GmbH & Co. KG betragsmäßig beschränkt ist.

Die mit einem Kommanditanteil verbundenen Rechte und Pflichten des Kommanditisten ergeben sich aus dem jeweils gültigen Gesellschaftsvertrag der ISF GmbH & Co. KG, den anwendbaren Gesellschafterbeschlüssen sowie dem Gesetz.

Nähere Informationen unter:

ISF GmbH & Co. KG, Richard-Weidlich-Platz 3, 65931 Frankfurt-Sindlingen, Germany  
Phone: **+49 (0)69 - 300 395 11** - Fax : +49 (0)69 - 300 395 08 - E-mail: **office@isf-net.de**  
Öffnungszeiten: Montag – Freitag 09.30 – 17.00 Uhr oder nach Vereinbarung