



Financial Regulations

2018 - 2019

INTRODUCTION

By enrolling your child in the Inter-Community School Zurich (hereafter named ICS), parents/guardians agree to comply with the terms and conditions, the schedule of fees described in these Financial Regulations. These Financial Regulations supersede all former financial agreements between the parties. Please sign reverse side and return this form with the application for admission.

1. TERMS AND CONDITIONS

1.1 Application Fee

The Application Fee is due for each student new to ICS or returning to ICS after an absence of more than 18 months. The Application Fee must accompany an online application before it can be considered and is non-refundable.

1.2 Capital Fund Fee

The Capital Fund Fee is used for the continual enhancement of the school environment. CHF 1'000 are due for each new student on receiving the offer. CHF 4'000 are due for each new student as of Grade EY2. Students entering ICS on Grade EYN or EY1 are charged CHF 4'000 when enrolling Grade EY2. The Capital Fund Fee is non-refundable. Returning students are only liable for the difference between the Capital Fund Fee originally paid and the Fee at the time of re-entry.

1.3 Tuition Fee

Annual Tuition Fee includes books, access to computing device, all mandatory curriculum trips and IB exams, except additional and/or replacement of lost, stolen or damaged text and library books and re-sitting costs of IB exams.

1.4 Payment of Tuition Fee

The first portion (60%) of the tuition fee is due in August, the second portion (40%) is due in January. Private payers are offered instalment payments, please contact the Finance Office for more information. No refund of fees will be issued in the event ICS is forced to close temporarily due to circumstances beyond the school's control.

1.5 Billing

The parents/guardians are responsible for complying with all financial matters, regardless of the billing address. All invoices are due according to the terms stated on each invoice.

1.6 Late Enrolment

For student late enrolment the tuition fee is prorated on monthly basis (August – June) as per the first day of each month, plus an enrolment surcharge of 5% of the annual fee.

1.7 Early Withdrawal

Providing that a two months' notice of Early Withdrawal is given, the tuition fee will be prorated on a monthly basis (August – June) as of the last day of each month, plus a withdrawal surcharge of 5% of the annual fee.

1.8 Late Payment and Exceptions

- A late payment charge of 1% per month may be assessed to any past due balance.
- ICS has the right to refuse entry to class, final examinations, to withhold diplomas, reports and transcripts of students if payment remains outstanding following two written reminders.
- A student may not be allowed to graduate unless all outstanding balances have been settled.
- All other arrangements for payment must be approved in writing by the Head of School.

1.9 Tuition Fee Remission

ICS may grant a limited Tuition Fee Remission to students in exceptional circumstances for one year only. Remission requests can only be considered after completion of a student's first year at ICS. For information on Tuition Fee Remission, please contact the Finance Office.

1.10 Cooperation Agreements

For information on Cooperation Agreements please contact the Admissions Office.

1.11 Insurance

Parents/guardians must maintain health, accident and liability insurance for each child enrolled at ICS.

1.12 Amendments

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

2. SCHEDULE OF FEES 2018/19

2.1 Application Fee

- Application Fee CHF 400 one-time fee, non-refundable, see section 1.11.11 Insurance

2.2 Capital Fund Fee

- Capital Fund Fee CHF 5'000 one-time fee, non-refundable, see section 1.2
(CHF 1'000 due on offer;
CHF 4'000 with first invoice)

2.3 Tuition Fee

Pre-School and Kindergarten Programme

- Early Years Nursery CHF 24'000 full days, see details on Registration Form for EY Nursery and EY1
- Early Years 1 CHF 25'000 full days, see details on Registration Form for EY Nursery and EY1
- Early Years 2 CHF 25'500 full days
- Kindergarten CHF 29'500 full days

Primary School

- Grades 1 - 5 CHF 29'500

Secondary School

- Grades 6 - 8 CHF 33'500
- Grades 9 - 10 CHF 34'500
- Grades 11 - 12* CHF 36'700

*inclusive of IB/DP exams fees as listed in section 1.3

2.4 Other Fees

Lunch programme and school bus service are billed separately. There may also be charges for optional programmes or services.

3. PLEASE COMPLETE AND SIGN THIS SECTION BELOW

3.1 We agree to and will comply with the Terms and Conditions described in these Financial Regulations.

<input type="text"/>	
STUDENT(S) NAME(S)	
<input type="text"/>	<input type="text"/>
PARENT/GUARDIAN NAME (1)	SIGNATURE (1)
<input type="text"/>	<input type="text"/>
PARENT/GUARDIAN NAME (2)	SIGNATURE (2)
<input type="text"/>	<input type="text"/>
PLACE	DATE (DAY/MONTH/YEAR)

3.2 The employer will pay for the tuition fee YES NO

3.3 The employer will pay for the school bus service YES NO

3.4 The above student(s) will be covered by our existing Cooperation Agreement YES NO

3.5 Company information

<input type="text"/>	
COMPANY NAME	
<input type="text"/>	
MAILING / BILLING ADDRESS CITY	
<input type="text"/>	
COMPANY CONTACT PERSON (NAME, TELEPHONE, E-MAIL)	
<input type="text"/>	<input type="text"/>
EMPLOYER'S STAMP AND AUTHORIZED SIGNATURE	DATE (DAY/MONTH/YEAR)