

FINANCIAL REGULATIONS

Instructions

Once you have received a firm offer of a place for your child/ren at the International School of Central Switzerland parents/employer must agree to these Financial Regulations before enrolment can be completed.

Please sign where indicated and return this form to complete your child's registration within 10 days after receiving the firm offer. If we do not receive confirmation we will not be able to guarantee the place offered.

Upon receipt of your confirmation we will issue an invoice for the one time (non-refundable) registration fee of CHF4'000.- per child. Payment within 15 days guarantees the registration of your child/ren.

Tuition Fees

An invoice for annual tuition fees will be issued in August of the current academic year. Payment must be made within 30 days of receipt of this invoice. Otherwise late payment fees will be levied.

Tuition fees include books and all mandatory curriculum trips, with the exception of:

- additional and/or replacement of lost, stolen, or damaged school materials (including personal laptops from grade 2 upwards) which are charged at the cost of replacement;
- before and after school care. These are charged separately in accordance with the specific arrangements for the child.
- optional transportation or meals. These are charged separately in accordance with the specific arrangements for the child.

Please refer to the detailed overview of our tuition fees on page 3 for more information.

Enrolment

Enrolment is for the entire school year and the annual fee is payable for each child enrolled. If written confirmation of withdrawal is given prior to October 31st 2010 that a child will leave the school before 31st December 2010, 50% of school fees are redeemable.

If a new student is enrolled and thereafter does not take up the place on the confirmed starting date, 25% of the annual tuition fees will be deemed payable immediately.

Cantonal Support

Students born between June 1st. 1995 and June 1st. 2004 and who are resident in the Canton of Zug will receive a small cantonal subsidy, per child, per year. These amounts will be credited to your account unless otherwise advised.

Insurance

All children attending our school must have their own liability, accident and health insurances. Evidence of this must be submitted with the application forms.

Re-enrolment

Students are automatically re-enrolled for the following academic year unless written confirmation to the contrary is received by registered mail before April 30th of the current school year. Thereafter if this contract is terminated 25% of the annual tuition fee will be deemed payable.

Amendments to the financial regulations:

The school reserves the right to alter the financial regulations and the fees as required by giving a two month notice by the end of (a school year).

Enrolment:

Please enrol my child/ren at the International School of Central Switzerland for the academic year 2010/2011 as specified below.

I am aware of the school profile, beliefs and policies and confirm that I will abide by them with my signature below.

Students Name/s	Grade Name	Typical age on Sept 1 st 2010*	Tuition fees for 2010/2011 per child.
	Kindergarten	5-6 years	CHF 23'000
	1st Grade	6-7 years	CHF 23'000
	2 nd Grade	7-8 years	CHF 23'000
	3 rd Grade	8-9 years	CHF 23'000
	4 th Grade	9-10 years	CHF 25'500
	5 th Grade	10-11 years	CHF 25'500
	6 th Grade	11-12 years	CHF 25'500

*unless otherwise deemed in the best interest of the child/ren.

Overview of International School of Central Switzerland Fees for 2010/2011

Registration Fee*

Once we have confirmed in writing the offer of a place for your child/ren you will receive an invoice for the onetime, non-refundable registration fee per child. CHF 4'000.-

Tuition Fees*

Kindergarten to Third Grade	CHF 23'000.-
Fourth to Sixth Grade	CHF 25'500.-
Extra English Support (English as an Additional Language)	CHF 2'000.-

Enrolments during the School Year

Students beginning After	And before:	Pay % of the Annual Tuition Fees
The start of the first term	1st October	100%
1st October	1st November	90%
1st November	1st December	80%
1st December	1st January	70%
1st January	1st February	65%
1st February	1st March	60%
1st March		Additional 10% Reduction per Month

Optional extras:

Optional home-cooked lunches are provided at Teuflibach for CHF 11.- per meal*

Afterschool care can be arranged at CHF 20 per hour

Transport and various after school activities may be arranged at additional cost.*Subject to change

Applicable Law/Jurisdiction

This Agreement is subject to the substantive laws of Switzerland.

Exclusive place of jurisdiction is the domicile of the International School of Central Switzerland AG, Switzerland.

Account Information: International School of Central Switzerland AG, Bank - Credit Suisse Account Number 0823-1660283-11, IBAN: CH66 0483 5166 0283 1100 0, Bank Clearing: 4835

Bursaries and Special Conditions

In certain exceptional circumstances the school may make provision for a temporary reduction in fees should this be deemed to be in the best interests of the student. In each and every case this will be discussed and agreed formally here in writing with the school directorate.

Conditions: _____

Date of Review: _____

Contractual Signatures

The parent/s/guardian/s herewith confirm/s to have read and approved the school concept and the school regulations of the International School of Switzerland AG.

Parent/Guardian:	ISOCS:
_____	_____
Title and Relationship:	Title:
_____	_____
Place/Date: _____	Place/Date: _____

Payee or Company:	ISOCS:
(responsible for payment if different from above)	
_____	_____
Title and Relationship:	Title:
_____	_____
Place/Date: _____	Place/Date: _____

Payment Details (address of person to be invoiced)
