



# Schedule of Fees 2016-2017

01.08.2016 - 31.07.2017

## 1. Application Fee per child EUR 100

This one time fee is payable upon first time application and MUST accompany the application form. It is not refundable even if, after processing, the student is withdrawn or not admitted.

## 2. Admission Fee (Early Childhood Centre)

Primary 1	EUR	1.500
Primary 2	EUR	1.500
Primary 3	EUR	1.500

For each Primary class a payment of EUR 1.500 per year is due and is non refundable.

## 3. Capital Fee (Grades 1-12)

Year 1	EUR	5.500
Year 2	EUR	2.000

This is a non refundable fee payable over two years.

Students who attended the early Childhood Centre will pay Capital Fee upon entering Grade 1 according to the following schedule:

1 year in ECC	EUR	5.500
2 years in ECC	EUR	4.000
3 years in ECC	EUR	2.500

## 4. Site Development Levy (Grades 1-12)

EUR 500 per year (max. EUR 1.000 per family)

This fee is charged only to students who have been in the school for two years, after paying the Capital Fee.

## 5. Tuition Fees (August 2016 - July 2017)

Primary 1	EUR	10.270
Primary 2	EUR	11.040
Primary 3	EUR	12.570
Grades 1 - 2	EUR	16.070
Grades 3 - 5	EUR	17.000
Grades 6 - 8	EUR	18.250
Grades 9 - 10	EUR	19.240
Grades 11 - 12	EUR	20.000

## Pro-Rating of Tuition Fees

Percentage of Tuition Fee Refundable upon Early Departure:

Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	June
70%	60%	50%	40%	30%	0%	0%	0%	0%	0%

Notification of withdrawal must be given in writing by the legal guardian at least THREE MONTHS in advance of withdrawal.

Percentage of Tuition Fee payable upon Late Enrolment:

Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	June
100%	95%	85%	75%	65%	55%	45%	35%	25%	15%

## 6. Payment of Fees

Application Fee: To be paid at the time of application.

Admission Fee, Capital Fee, Site Development Levy, Tuition Fee: To be paid by 1st August 2016. It is possible to pay the Tuition Fee in two instalments which will increase the fees by 2%: first instalment 60% to be paid on 1st August 2016 and second instalment 42% to be paid on 1st January 2017. If the application is received after 1st August all fees must be paid in full as stated in the invoice.

All payments may be made directly to the ISH Business Office or by bank transfer (in EUR) to the following banks, with name, invoice and account number clearly indicated.

### Bank Account

Commerzbank AG Hamburg  
Account No. 532424900  
BLZ 200 400 00  
IBAN: DE 82 2004 0000 0532 4249 00  
BIC: COBADEFFXXX

or

Deutsche Bank AG  
Account No. 040037400  
BLZ 200 700 24  
IBAN: DE 66 2007 0024 0040 0374 00  
BIC: DEUTDE33HAN

Fees are non refundable (except fees refundable for early departure as explained above, even in cases of emergency or unforeseen closure. This particularly applies to school closure due to unforeseen weather conditions).

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## 7. The 25% Clause

Up to 25% of students at the International School of Hamburg shall be admitted without regard to their parents' financial circumstances.

Entry under the 25% clause is not automatic and depends upon the Admission requirements set by the Vorstand (Board) of the International School of Hamburg. The application forms for the school year 2016/2017 are available in the Admissions Office and must be submitted by 25 March 2016. Late applications cannot be considered for the school year 2016/17. For further information, please contact the Admissions Office.

## 8. Placement

In cases where places in a particular class are limited the offered place will only be confirmed once the Capital/Admission Fee has been received. The final placement of students in elective courses in Grades 7-12 will be determined at the time of the student interview. Students who are interviewed in August may find their choice of electives limited, or not available.

## 9. Late Payment Charges

All parents are liable for fee payments on the due date whether or not companies assume responsibility for all or part of the fees. Furthermore, parents are liable for all bank charges incurred.

Late payment charges will be assessed for each student if payment has not been made within 30 days of the due date. The current late payment charge is calculated at 1% of the payment due and will be calculated monthly.

## 10. Association (Verein) Fees

Membership in the ISH Verein is included in the Annual Fee.

## 11. Yearbook

Each child will receive one complimentary copy.

## 12. Deposits

All students must pay a Book Deposit when entering ISH. This is refunded on departure provided all textbooks and library books have been returned. The current Book Deposit is EUR 150.

## 13. Other Charges

Charges for college testing and counselling, external testing and examinations, school trips, graduation expenses, special swimming and other extra-curricular programmes will be billed separately for those participating. The bus fee will be determined according to the number of students riding the bus.

## 14. Fees

The above conditions apply for the entire school year. The Board retains the right to change the fees throughout the year in compliance with the constitution of the ISH Association. ISH reserves the right to dismiss or ask that a student be withdrawn if school fees are not paid in accordance with ISH financial regulations.

## 15. Place of Jurisdiction

The place of jurisdiction is Hamburg.