

## TUITION FEE REGULATIONS - SCHOOL YEAR 2011/2012

- **These regulations will be reviewed annually.**
- **Parents/guardians are requested to read these regulations carefully.**
- **By signing the RIS Application for Admission you acknowledge and accept the conditions described below.**

### 1. Registration Fee

After the confirmed admission of your child and after you have received an official letter of admission, you (the parents/guardians) will return the attached Acceptance Letter to us after you have signed it. Upon sending the Acceptance Letter for admission of the child, a registration fee of **€350** shall become due. It should be paid by bank transfer.

The registration fee is non-refundable, even if the school contract is terminated prematurely.. The registration fee is an annual fee and shall become due upon re-enrolment, however, no later than on 01 March of the year for the following year of the contract.

### 2. Capital Development Fee

The capital development fee is used for improving and expanding facilities, furniture and equipment of the school and school grounds. The capital development fee for new entries as of the school year 2011/2012 is, per child:

First three years at RIS **1000 Euro** per year (total 3.000 Euro).

It is payable no later than on 01 August of the year for the school year beginning in August of the year or immediately upon enrolment in case of mid-year entry. The capital development fee is not refundable upon premature cancellation of the school contract.

### 3. Tuition Fees

Tuition fees are set each school year for one school year (12 months).

Annual fees 2011/12:

Grades 1-6 **9.000 Euro**

Other charges (e.g. field trips, lunch, after school care, after-school activities) will be invoiced separately for those participating.

### 4. Multiple Student Tuition Reduction

A 10% reduction of tuition fees is applicable for the second and any subsequent child enrolled at RIS. Multiple student reduction(s) will be applied to the tuition of the youngest student(s) enrolled in the school. Reduction is not applicable to the capital development and registration fee.

### 5. Cases of Financial Need

RIS offers reduced tuition fees (starting with Grade 1, not for PreSchool) to make Regensburg International School accessible to students who are unable to pay the normal tuition fees. A student's eligibility for tuition reduction is guided by the family's annual taxable income. The family's annual taxable income may not exceed 50.000 Euro. The earning capacity will be reviewed annually. On "Application for fee reduction" form (available from the administration office) should be submitted with the "Application for Admission". All financial information shared with the school is confidential, with procedures aligned to the German Data Protection Act.

Other documents to be sent with the Application for fee reduction:

- Fully completed form, "Application for reduced school fee"
- Copy of three current and representative pay slips for each working parent or other proof of current income
- Copies of the last 2 years' certificates of wage tax deductions ("Lohnsteuerbescheinigung")
- Copies of the last 2 years' tax assessments ("Einkommensteuerbescheid")
- Other documents on an as needed basis
- A statement presenting an overview of the financial situation and of any other circumstances considered relevant by the applicant for fee reduction.

The Head of School and the Business Manager of the school will decide on who will receive tuition reduction.

## 6. Payment of Tuition Fee

### Payment of the total tuition fees:

#### *Payment in full*

In case of payment of the total, non-reduced tuition fee on or before **01 August**, RIS will give a **(cash) discount of 2 %**. The early payment reduction does not apply to registration or capital development fees. Payment must be received no later than on 01 August of the year. No cash discount will be granted for reduced tuition fees.

#### *Quarterly payment of the tuition fees:*

Tuition Fees per year		01.08.	01.11.	01.02.	01.05.
Grade 1-6	9.000 Euro	2.250 Euro	2.250 Euro	2.250 Euro	2.250 Euro

#### *Payment in 12 monthly instalments:*

The tuition fees may also be paid in twelve monthly instalments.

Payment in monthly instalments requires a direct debit authorisation to be completed and returned to the school by no later than July 15.

The registration and capital development fee cannot be paid in monthly instalments and will be withdrawn with the first tuition instalment on August 1.

#### *Late enrolment*

Tuition Fees payable upon late enrolment: When a child is admitted during the course of the school year, the tuition fees are payable pro rata for the current quarter and the following quarters. Payment shall be due upon conclusion of the school contract (receipt of acceptance of contractual offer by RIS).

## 7. Bank Details

Account holder: **Regensburg International School – RIS – GmbH**  
 Bank: **Sparkasse Regensburg**  
 Bank code: **750 500 00**  
 Account number: **360 340 56**  
 IBAN: **DE21 7505 0000 0036 0340 56**  
 BIC/SWIFT: **BYLADEM1RBG**

To simplify payment transactions we ask you for a direct debit authorisation. The payments due will be deducted by direct debit as agreed.

**Address:** Regensburg International School - RIS – GmbH, Jahnstr. 1a, 93080 Pentling/ Großberg; Phone: 0049 9405 918 918-0; Fax: 0049 9405 918 918-29

**Managing Directors:** Dr. Bettina Stoll, Michael Quast • **Head of School:** Fiona Kalinowski

**Associate:** Stadtmarketing Regensburg GmbH, Rathausplatz 1, 93047 Regensburg

**Court of Registry:** Eintrag im Handelsregister beim Amtsgericht Regensburg, HRB 11078 • **Tax Nr.:** 244/147/99139, Finanzamt Regensburg

**Bank Account:** Sparkasse Regensburg, Kontonummer: 360 340 56, BLZ: 750 500 00

**Homepage:** [www.ris-school.com](http://www.ris-school.com)

## 8. Delay of payment

If payments are not effected at the aforesaid due dates, the contract partner shall be deemed in default on payment. In this event, RIS is entitled to charge interest on arrears of 5 percentage points per year above the applicable base interest rate. In the event of default on payment, the school is also entitled to exercise its right of retention and to exclude the student from classes until full payment of the fees which are due. In the event of default on payment, the right of retention of the school shall also extend to interim reports, reports, confirmations, certificates and other documents. If the default on payment continues for more than 60 days, the school shall also be entitled to effect an extraordinary termination of the contractual relationship at the end of any month by giving one month's notice. Such termination shall be effected in writing.

No child can be admitted to class until all fees covering that period of instruction have been paid in accordance with the above procedures.

## 9. Early withdrawal

Any termination of the school contract prior to its expiration date may only be effected as at the end of a month by giving one month's notice. Any such termination shall be effected in writing. In the event of early termination, parents/guardians are kindly requested to complete the form (available from the school office) and submit it to the Head of School within the stipulated time limit in advance of the expected last day of school. Percentage of yearly Tuition Fee refundable upon early departure (other fees not refundable)

Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	...	...
75%	65%	55%	45%	35%	25%	15%	0%		

If Tuition Fees - concerning monthly and quarterly instalments - have not yet been paid up to the non-refundable amount (e.g. 25% of the annual tuition in September, 35% in October) the parents/legal guardians will be required to pay the missing sum before leaving.

## 10. Exclusion from Classes

If a student repeatedly behaves in a way which interrupts the work in class, he or she may be temporarily excluded from classes or permanently expelled from the school, depending on the severity of the incident. A temporary exclusion from classes will not result in any right to a reduction of the school fees or tuition fees. An expulsion from school shall create a right to terminate the school contract at the end of any month by giving one month's notice. The obligation to pay the tuition fee shall continue for the quarter in which the school contract ends. The fees shall be fully payable for such school year.