

November 2021

By enrolling your child in ISB, Parents/Guardians agree to comply with the Terms and Conditions, the Schedule of Fees and the Final Provisions described in these Financial Regulations. These Financial Regulations supersede all former financial agreements between the Parents/ Guardians and ISB.

## 1. TERMS AND CONDITIONS

### 1.1. Enrolment Fee

The enrolment fee is due for each student new to ISB or returning to ISB after an absence of more than 14 calendar months. The enrolment fee is due when a place has been offered by ISB. Upon receipt of payment, a place will be guaranteed. The enrolment fee is a one-off payment and will not be off-set against the tuition fees or refunded to Parents, Guardians and/or Company.

### 1.2. Re-Enrolment

To reserve a place for the academic year 2022/23 Parent(s) of returning students must complete an Online Re-Enrolment (ORE) which happens early 2022.

Waiting List: ISB cannot guarantee a place for 2022/23 if Online Re-Enrolment (ORE) is not completed by the given deadline. If a place is not available, students will be placed on a waiting list.

Once Online Re-Enrolment is completed, the Parent(s) are responsible for paying the tuition fees for academic year 2022/23 by 15 July 2022 according to their indicated payment frequency; however, the following conditions apply for withdrawing from the school after confirming re-enrolment:

- If re-enrolment is confirmed and subsequently withdrawn between deadline of ORE and 31 March 2022 no tuition fees for 2022/23 will be due.
- If re-enrolment is confirmed and subsequently withdrawn between 1 April 2022 and 31 May 2022, a late withdrawal fee of CHF 3,000 per student will be due.
- If re-enrolment is confirmed and subsequently withdrawn between 1 June 2022 and 15 July 2022, a late withdrawal fee of CHF 5,000 per student will be due.
- If re-enrolment is confirmed and subsequently withdrawn after 15 July 2022, ISB's standard financial regulations apply, as per section 1.5.3 Early Withdrawal.

### 1.3. Waiting List Fee

A waiting list fee is due for each student who is placed on a waiting list due to places not being available. Once ISB offers the student a place and the student comes off the waiting list, the waiting list fee paid will be off-set against the tuition fees. If ISB cannot offer a place within 8 months, the waiting list fee will be refunded to Parents, Guardians and/or Company.

### 1.4. Tuition Fees

Tuition fees include the majority of school materials and textbooks. Tuition fees do not include the following (list is not conclusive):

- Additional textbooks and/or replacement of lost, stolen, or damaged textbooks
- Loss of or damage to school equipment and library books
- Field trips, camps and excursions
- External Examinations (i.e. IB) and associated costs
- IB DP online courses
- Psycho-educational Evaluations
- Extra-curricular Program
- 1:1 Teacher Assistant and Intensive Needs Programme

Such costs will be invoiced separately and are subject to payment terms set out in each invoice.

Tuition fees for the following school year may be subject to increases as approved by the Board of Directors. Parents/Guardians of current students will be informed in writing of any modification to the tuition fees.

### 1.5. Payment of Tuition Fees

#### 1.5.1. Payment of privately paid tuition fees

Payment options are available as follows:

#### Option 1:

- 100% of the annual tuition fees are due before 15 July.

#### Option 2:

- 70% of the annual tuition fees are due before 15 July.  
30% of the annual tuition fees are due before the last day of school before the spring break or 31 March whichever is the earlier.

### Option 3:

- 10 monthly instalments due by the 15th of each month, starting 15th of July and ending 15th of April. There is an associated administration fee of 2% per year on this monthly instalment option.

The above payment options are open to private payers only and must be pre-arranged with the Business Office on a yearly basis (e-mail: [finance.receivables@isbasel.ch](mailto:finance.receivables@isbasel.ch)). Please note that for families who enroll after 15 July, fewer payment options may be available.

#### 1.5.2. Payment of fully company paid tuition fees

- 100% of the annual tuition costs are due before 15 July.

#### 1.5.3. Tuition Fees in cases of late enrolment and early withdrawal:

For enrolment between:

- 1 June through to 31 December, 100% of the annual tuition fees are due. In addition to the enrolment fee, a minimum down payment of 20% of the tuition fee is due at least two working days before the student starts school at ISB for private payers. The remainder of the tuition fee is payable within 30 days from the date of the invoice unless Payment Option 2 or Option 3 under Section 1.5.1 are chosen.
- 1 January through to the last day of Spring Break, only 60% of the annual tuition fees are due. In addition to the enrolment fee, a minimum down payment of 20% of the annual tuition fee is due at least two working days before the student starts school at ISB for private payers. The remainder of the tuition fee is payable within 30 days from the date of the invoice unless Payment Option 2 or Option 3 under Section 1.5.1 are chosen.
- First day of classes after Spring Break through to the last day of classes, only 30% of the annual tuition fees are due. In addition to the enrolment fee, a minimum down payment of 20% of the annual tuition fee is due at least two working days before the student starts school at ISB for private payers. The remainder of the tuition fee is payable within 30 days from the date of the invoice unless Payment Option 2 or Option 3 under Section 1.5.1 are chosen.

For enrolment before 31 May for the next academic year, 100% of the annual tuition fees are due by the due dates outlined in Section 1.5.1, Option 1 to Option 3.

For withdrawal between:

- 15 July through to 31 December, subject to a written notice received by ISB at least 2 months before the date of withdrawal, only 55% of the annual tuition fees are due.
- 1 January through to the last day of Spring Break, subject to a written notice received by ISB at least 2 months before the date of withdrawal, only 85% of the annual tuition fees are due.
- First day of classes after Spring Break through to the last day of classes, 100% of the annual tuition fees are due.

## 1.6. Late Payment and Exceptions

- Any payment received will be applied to the oldest invoice.
- A late payment charge of 1% per month or an administration fee of CHF 50 whichever is the greater may be assessed to any past due balance.
- If monthly instalment payments are not received by the due dates set out in section 1.5.1 Option 3, ISB reserves the right to set the full amount 100% in due.
- ISB has the right to refuse entry to class and to withhold school records for students if the school account remains unpaid following a written reminder.
- A student may not be allowed to graduate until all outstanding balances have been settled.
- In the event of an unpaid invoice, third parties may be engaged by ISB for the recovery of any outstanding fees and costs. For this purpose, ISB reserves the right to pass on the required personal details to the relevant third party agency.
- Tuition fees and costs will not be refunded in the event ISB, or any part of it, is forced to close due to circumstances beyond the School's control.
- Tuition fees and costs will not be refunded in the event ISB is forced to expel a student from school. Any payments outstanding are owed to ISB and are subject to late payment charges as aforementioned.

## 2. SCHEDULE OF FEES 2022-23

### 2.1. Enrolment Fee (refer Section 1.1 above)

- CHF 4,500 per student

### 2.2. Waiting List Fee (refer Section 1.3 above)

- Deposit of CHF 1,000 per student

### 2.3. Annual Tuition Fees

EARLY CHILDHOOD AND JUNIOR SCHOOL	
Primary Years Programme EC 1 – EC 2	CHF 22,350
Primary Years Programme EC 3 – Grade 5	CHF 26,290

MIDDLE SCHOOL	
Middle Years Programme Grade 6 - 8	CHF 30,090

SENIOR SCHOOL	
Middle Years Programme Grade 9 - 10	CHF 31,380
Diploma Programme Grade 11 - 12	CHF 35,420

STUDENT SUPPORT SERVICES	
Intensive Needs Programme (INP)	Fee per grade + CHF 20,000

## 2.4. Tuition Fees - Reductions and Discounts

Family discounts are offered by ISB when two or more children from the same family are enrolled in the same year and, in cases of late enrolment and early withdrawal, are pro-rated over the school year:

- CHF 1,000 per year for a second child enrolled at ISB
- CHF 2,000 per year for a third and any additional child enrolled at ISB
- Tuition costs paid by the Gemeinde Liestal to ISB for privately paid tuition fees, please contact the Finance Office.

## 3. FINAL PROVISIONS

### 3.1. Insurance

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

### 3.2. Billing

The Parents/Guardians are responsible for complying with the Terms and Conditions, the Schedule of Fees and the Final Provisions described in these Financial Regulations regardless of the billing address.

A tuition fee invoice will be issued per household and per school year, regardless of payment terms.

As part of ISB's commitment on preserving the environment, all school fee invoices will be sent electronically. In case paper form invoices are wished to be received, [finance.receivables@isbasel.ch](mailto:finance.receivables@isbasel.ch) needs to be contacted and a fee of CHF 5 will be charged per invoice.

ISB only accepts payments in CHF. Any bank fees incurred when transferring funds must be paid by the sender.

A fixed administration fee of CHF 100 may be charged for any special billing requests which includes, but is not limited to, the following:

- Issuance for more than one tuition fee invoice and payment slip, per household, per school year.
- Issuance of more than one invoice and payment slip for a single fee.

## 3.3. Force Majeure

### 3.3.1. School fees in case of Force Majeure:

If by reason of and/or in connection with any Force Majeure (as hereafter defined) the School is unable wholly or in part to perform its obligations, school fees are still due in full and no refund on any previously paid fees will be given.

### 3.3.2. Force Majeure herein means any and/or all of the following events:

a) war, invasion, rebellion, insurrection or civil war; b) act of Government; c) earthquakes, fire, lightning, storms, floods, severe weather or any other occurrence caused by the operation of the forces of nature; d) strikes, lockouts, sit-ins, work-to-rule, boycotts and/or labour disputes; e) terrorism, sabotage and/or arson; f) infectious disease (Outbreaks, Epidemics, Pandemics); g) significant pollution; h) contamination, radiation and/or ionisation of any nature whatsoever; i) any event, occurrence and/or circumstance of whatsoever nature beyond the reasonable control of the School and/or j) any other event similar to any of the foregoing.

### 3.4. Amendments

ISB reserves the right to amend these Financial Regulations as necessary.

### 3.5. Choice of Law and Jurisdiction

These Financial Regulations shall be governed by Swiss law. The place of jurisdiction for any dispute, controversy or claim arising out of or in relation to these Financial Regulations is Arlesheim, Baselland.