

PAYMENT POLICY

REGISTRATION FEE

Upon receiving the application form, Admissions will promptly contact the family. If enrollment is confirmed, Admissions will issue a formal offer of admission along with the enrollment contract and a registration fee invoice. Upon submission of the enrollment contract, the singular registration fee is to be remitted within 15 days. It is important to note that withdrawal from enrollment does not absolve the obligation of payment; the registration fee remains non-refundable.

RE-ENROLMENT

Unless communicated otherwise by the conclusion of March, student reenrollment for the subsequent academic year occurs automatically. However, the school retains the prerogative to annul registration or withhold placement for the ensuing year under the following circumstances:

1. To ensure the reservation of a placement, all financial obligations towards the school must be fulfilled promptly. Failure to do so may result in the non-guaranteed renewal of enrollment.
2. Instances of misconduct by both the student and their family, contravening the protocols outlined in the school policies. The deadline for such decisions is stipulated as the final day of the ongoing academic year.

In the event of a student's departure from the institution followed by a subsequent return, the registration fee is to be paid once more.

Moreover, students who enrol for the upcoming academic year or during its course, and subsequently withdraw prior to the commencement of classes, will incur charges equivalent to 3 months' tuition fees, unless a withdrawal notice is provided at least 3 calendar months before the scheduled start date.

TUITION FEES

The tuition fee includes exercise books, educational resources for the classroom, special educational needs service, career guidance orientation, workshops, and internal clubs of the school.

Tuition fees for the upcoming school year could potentially undergo adjustments associated with cost increases. Parents/guardians of current students will receive written notification regarding any changes to the tuition fees.

PAYMENT POLICY AND INSTALMENT PLANS

A 25% discount is applicable to the second child, 50% to the third and any additional siblings. Students joining during the school year must pay the full month. No reimbursement or reduction will

be granted for student absence, whether due to illness, holidays, or any other reason, including enrollment month.

The tuition fee is due within fifteen days from the invoice date or prior to the commencement of the next payment period. All other fees should be settled as specified on each invoice, which will be sent electronically. Any bank fees incurred during fund transfers are the responsibility of the sender. A 10% annual interest will be added to overdue fees.

Payment options are available in 1, 3, and 10 instalments. The 3 and 10 instalment plans are exclusive to private payers and must be pre-arranged annually with the Finance Office (contact: finance@iscs-zug.ch). Families enrolling after August may have limited payment options.

In March of each year, parents will receive an email requesting confirmation of their intent to continue enrollment for the following academic year. Parents who choose to continue will have the option to receive their invoice early and pay by June 30th to receive a 5% discount on tuition fees for the entire school year, provided they request to do so by the specified deadline.

1 Instalment:

Payment is due on August 31st or within 15 days from the invoice date. A 5% discount applies to annual payments received before June 1st, reducing to 4% thereafter if payment is received by July 31st, applicable only to the general tuition fee.

3 Instalments:

The initial payment is to be made by August 31st or within 15 days from the invoice date. The second instalment is scheduled for December 31st, followed by the third instalment on March 31st. A 2% discount is applicable to termly payments, specifically towards the general tuition fee.

10 Instalments:

The initial payment is expected by August 31st or within 15 days from the invoice date. Following this, subsequent payments are due at the end of each month from August to May.

Payments are accepted exclusively via bank transfer.

STUDENT WITHDRAWAL

Any student withdrawing from the school must notify the school office at least **three months** in advance. If this notice is not given, the interested party must pay the **three subsequent months**, from the day the school receives the withdrawal notice. Student withdrawals must be confirmed in writing by both Parents/Guardians unless one Parent/Guardian has sole legal custody. However, this rule does not apply to students withdrawn by ISCS due to unpaid invoices, disciplinary actions, cancellation of enrolment and/or registration.

ADDITIONAL COSTS

Not included are specific textbooks, extracurricular activities, school transport, school lunch, external exam fees, trips, outings, camps, after-school care, damage to school IT devices and/or properties, and lost or damaged class or library books.

INSURANCE

All children must have their own liability, accident and health insurance upon joining the school.

BILLING

As part of ISCS's commitment to preserving the environment, all school fees invoices will be sent electronically.

LATE AND NON-PAYMENT OF SCHOOL FEES/INVOICES

Should any invoice remain unpaid beyond the due date, ISCS will initiate its late and non-payment procedures for school fees and invoices.

As a first step, a reminder email will be issued 10 days after the payment deadline. If payment is not received within 10 days of the first reminder, a second reminder will be sent, and a CHF 25.00 administrative fee will be charged.

If, after 60 days from the invoice date, the balance remains outstanding, a meeting will be arranged with the Head of Finance and the School Director to review the situation. Any extensions or payment plans will only be considered if formally agreed upon with the school representatives.

If payment is still not received following these steps, the school reserves the right to take one or more of the following actions:

- **Administrative fees:** Apply additional charges for late payment.
- **Termination of enrolment:** ISCS reserves the right to terminate the enrolment agreement. Where applicable, the school will collaborate with local educational authorities to facilitate the student's withdrawal and notify the relevant bodies accordingly.
- **Withholding of academic documents:** The school may withhold academic records, including reports and transcripts, until all outstanding amounts have been settled, in accordance with applicable regulations.
- **Debt recovery:** ISCS may engage third-party legal debt collection services to recover outstanding fees and associated costs. In doing so, the school reserves the right to share the necessary personal data with the appointed third party, in compliance with relevant data protection regulations.

REFUND OF FEES

There will be no refund of fees due to:

- force majeure; and/or
- any decision made by the federal or cantonal government.

Where ISCS is forced to close the school, or part of the school, or can provide only limited services due to reasons beyond its control, there will be no refund of Tuition Fees/Other Fees. This includes, but is not limited to, the following situations:

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

There will be no refund of fees due to student disciplinary actions, suspension, or expulsion. ISCS will not grant refunds for any services due or already rendered in the event a student is suspended or expelled from the school due to disciplinary grounds.

POLICIES

School policies and regulations are online and available through the school website.

AMENDMENTS

ISCS reserves the right to amend these Financial Regulations as deemed necessary. The Schedule of Fees is updated on a yearly basis, upon approval by the Leadership Team.

Tuition fees for the following school year may be subject to cost-related increases. Parents/guardians of current students will be informed in writing of any modification to the tuition fees.

DISPUTES AND LEGAL JURISDICTION

The agreement shall be governed by and construed in accordance with Swiss Law. The parties submit to the exclusive jurisdiction of the courts of Zug, Switzerland, in relation to any dispute arising from this agreement.