



## School Fee Policy 2009/2010 (valid from October 8, 2009)

### ***No. 1 Principles***

The parents are obliged to accept the school rules, and pay the school fees and contributions on time.

Upon enrolling a child at the German European School of Manila (including Kindergarten and IB), the parents are obliged to teach their child to follow the school rules and the education goals of the school curriculum.

The overview of school tuition fees, contributions and deadlines that the parents or guardians will receive in written form at the time of enrolment are binding.

The fees and contributions are in euros and are to be paid as such. However, the families whose incomes are not in euros or who do not have access to euros can pay the fees and contributions in pesos. The exchange rate for euro/peso valid for the respective school year and the ensuing peso rate will be set and be announced by the DSM board at the Annual General Assembly of the German School Association in Manila.

### ***No. 2 Membership Fee***

The rate of the membership fee for the German School Association in Manila will be determined by the results of the Annual General Assembly. The membership fee is due on the 1<sup>st</sup> of August at the latest, together with the school fees for the first quarter, or 10 days at the latest after enrollment during the school year.

### ***No. 3 Admission Fee***

Upon admission to the school, a one-time admission fee has to be paid for each child and will be charged upon school entrance, irrespective of the length of school attendance or the time of enrolment.

The admission fee is due 10 days at the latest after the confirmation of the application.

This fee shall be credited in case of a child's cancellation of registration and renewed registration within a year (365 days). If the child is registered anew, after more than a year of being away from the school, the admission fee shall be charged once more.

### ***No. 4 Security Deposit or Refundable Deposit / Higher Tuition Fee***

For each child, a security deposit is required and is due 10 days at the latest after the confirmation of the application.

The security deposit shall be refunded without interest, upon a child's permanent cancellation of registration if all due fees have been paid in full / settled and borrowed school possessions have been returned completely and undamaged. A completely signed "student clearance form" is required.

Alternatively, a 10 % higher tuition fee that is non-refundable can be paid yearly or quarterly instead of setting down the security deposit.

If the security deposit is not deposited on time, the tuition fee will be increased at 10% for every quarter that the child attends class while the security deposit has not yet been received.



**No. 5 Withdrawal**

The withdrawal from school as well as the termination of an admission requires a written notice to the School Administration at least 3 months before the end of each school quarter. If this deadline is not met, the tuition fee for the next quarter will be charged.

The German School Association in Manila has the right to deduct all outstanding fees from the security deposit. This includes unpaid for outstanding school tuition fees and contributions as well as unpaid for discounted tuition fees.

**No. 6 Tuition Fee**

The school tuition fee level for each school year is set within the framework of the budget proposals by the board at the Annual General Assembly of the German School Association in Manila.

The tuition fee is paid yearly or quarterly. For yearly payments, the due date is 01. August and the tuition fee for the school year is avouched. For quarterly payments, the tuition fee for the first quarter (due on 01. August) is computed according to last school year's table of tuition fees. An eventual tuition fee increase will be effective according to the then valid school tuition fee table at the onset of the deadline for payment of tuition fees for the second quarter (due on 01. November). For quarterly payments, the school tuition fees are due respectively on the first day of each invoice quarter (01. August, 01. November, 01. February, 01. May). The school tuition fees are to be paid for a whole quarter, regardless of how long a child attends the school in this period of time.

**No. 7 School Tuition Fee Scale**

The DSM guarantees a proportional discount on the full school tuition fee according to the length of stay of a child at the German School of Manila (including Kindergarten and IB) within the framework of the valid school tuition fee scale at the time of enrollment.

**No. 8 Teaching Aid and Materials**

The necessary textbooks are procured centrally and lent to the students. Textbooks that have not been returned or have been damaged shall be charged accordingly.

The School Association reserves the right to charge the cost for materials that are not re-usable such as notebooks, workbooks, exercise books and the like to the legal guardians.

The school reserves the right to request for an advanced payment for teaching aid, materials and fieldtrips if deemed necessary.

**No. 9 Delay of Payment**

The legal guardians shall be reminded in writing if there are due payments and fees that are not paid on time. The first reminder is issued 15 days after the due date with a reminder fee of 20 Euros. The second reminder is issued 15 days after the first one, with a reminder fee of 50 Euros and an additional 2% interest per month will be charged for fees not received by due date. If school fees remain unpaid 15 days after the second reminder, the student will automatically be excluded from attending school/kindergarten.



**No. 10 School Fee Discount**

Parents who are temporarily or permanently unable to pay the full amount of tuition fees and contributions may apply for a school tuition fee discount to our school administrator. The school association board members shall decide upon the matter after comprehensively assessing the individual cases in a closed session.

The school tuition fee discount is only applicable to the tuition fee or to the higher tuition fee and is only valid for the current school year.

School tuition fee discounts will, at any event, be counterbalanced with the security deposit.

There is no assurance of a discount for the first whole school year for newly enrolled students.

**No. 11 Special Rules**

The treasurer of the school association board decides upon exceptions and individual regulations in reasonable cases in agreement with the school administrator.

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***This Policy has been approved by the German School Association in Manila at a General Assembly on October 8<sup>th</sup> 2009. All previous policies are no longer valid.***

