

## Statement of Fees 2012-2013

### ADMINISTRATION FEE EUR 365

- The Administration Fee is required upon application and annual re-enrolment.
- Payment is required when the Application for Admission or Re-enrolment Contract is submitted to the school.
- Payment of this fee does not ensure admission or re-enrolment of the student by the school.

### ENTRANCE FEE

First Year	EUR 3,200
Second Year	EUR 3,000

- The Entrance Fee is required for each *new* student enrolled.
- Payment is required in the first two years of enrolment, that is when the Enrolment Contract is submitted and, for the second instalment, when the Re-enrolment Contract is submitted to the school.
- The second instalment is required only for students re-enrolled for a second year.
- For students returning to H.I.S. after an absence of one year or longer, prior Entrance Fee payments are credited to their school account if they are re-enrolled within 5 years of their previous enrolment.

### TUITION FEE (August 2012 – June 2013)

Early Primary 1 or Early Primary 2	EUR 11,900
Grade 1, 2, 3 or 4	EUR 13,400
Grade 5, 6, 7 or 8	EUR 15,050
Grade 9 or 10	EUR 16,250
Grade 11 or 12	EUR 16,500

- Tuition Fees are charged per student, per academic year.
- *Tuition Fees for Grades 5-10 include* costs for one annual residential extended field trip: transportation, meals and accommodation.
- Examples of costs *not included* in Tuition Fees: graphic calculators, local field trips, after school activities and school lunches; IB DP online courses, examination fees and non-standard art supplies; extended field trips for grades *other than* Grades 5-10.
- Payment of the Tuition Fee is required on receipt of an invoice issued with an offer of enrolment or with a re-enrolment.

### ADDITIONAL INFORMATION

- All fees must be paid in full, prior to the student's attendance at H.I.S.
- Parents are responsible for the payment of all school fees, although they may arrange to have payments made on their behalf.
- Special payment terms must be agreed upon in writing with the school management.
- The school management retains the right to adjust the fees.
- The Statement of Fees is subject to the H.I.S. "Allgemeine Geschäftsbedingungen" (General Terms and Conditions).

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### EARLY PAYMENT OPTION

If full payment of school fees is received before 31<sup>st</sup> March 2012, a deduction of 3% of the Tuition Fee is possible.

The deduction:

- must be made at the time of payment and cannot be granted or reimbursed at a later date.
- applies to Tuition Fees only. It does not apply to the Administration or Entrance Fees.

### BANK INFORMATION

School fees are payable in euros by bank transfer to:

Name of Account Holder:	H.I.S. GmbH
Name of Bank:	Deutsche Bank AG Berlin
Bank Address:	Unter den Linden 13-15 10117 Berlin Germany
Account No:	745 700 500
Sort Code (BLZ):	100 700 00
IBAN:	DE94 1007 0000 0745 7005 00
SWIFT-BIC:	DEUTDEBBXXX

### TUITION FEE REDUCTION - LONG-TERM ENROLMENT

Students who have been enrolled at H.I.S. for at least 4 full, consecutive years and whose parents pay school fees privately may be eligible for a 10% Tuition Fee reduction as of the 5<sup>th</sup> year of enrolment. To take advantage of this reduction, parents must contact the Admissions Counsellor for verification of eligibility when re-enrolling for the 5<sup>th</sup> year.

### TUITION FEE REDUCTION - FINANCIAL ASSISTANCE

To encourage social diversity within the school, a reduction of the Tuition Fees may be possible for families who are otherwise not able to afford the full school fees.

This fee reduction can be offered to a limited number of families only. H.I.S. must reserve the right to decline a school fee reduction application should the limit be exceeded. All applications and related financial information are dealt with on a strictly confidential basis within the school management.

For information or to apply for this fee reduction, please contact the H.I.S. Admissions Office. The form "Application for School Fee Reduction" must be submitted with evidence of the gross family income (typically, income tax documentation). The application for a fee reduction must be completed annually at the time of re-enrolment.