

Tuition Fee Reduction Information 2023-24

GENERAL INFORMATION

A reduction of the Tuition Fee may be possible for families who pay school fees privately and are otherwise not able to afford the full school fees. Families who pay school fees privately and who do not meet the eligibility requirements for a reduction of the Tuition Fee can request a payment plan for payments in 2 or 3 instalments. A surcharge will be applicable. All applications and the related financial information are dealt with on a strictly confidential basis within the school management.

The following conditions and pre-requisites apply:

- A reduction can be offered only to families who receive no reimbursement or financial assistance for school fees from an employer.
- If parents cannot afford to enrol or re-enrol a child in spite of a Tuition Fee reduction offer, a refund of €100 of the Administration Fee is possible.
- A reduction of the Technology Fee, IB DP Pamoja online course fees or DP examination fees cannot be offered.
- A Tuition Fee reduction cannot be combined with the *Long-term Enrolment Tuition Fee Reduction* option.
- A Tuition Fee reduction cannot be combined with the *Sibling Tuition Fee Reduction* option.
- A Tuition Fee reduction is applicable for one year only. Families must apply for a reduction annually at the time of re-enrolment.

Eligibility for a Tuition Fee reduction is determined according to the following chart; the term "Total Annual Family Income" refers to the total amount of family income according to the German income tax assessment ("Gesamtbetrag der Einkünfte") which includes all other sources of income such as capital gains or income from abroad.

Number of Dependent Children in the Family	Total Annual Family Income in €					Reduction
	75,000 or less	55,000 or less	45,000 or less	40,000 or less	30,000 or less	
1 child	125,000 or less	90,000 or less	60,000 or less	45,000 or less	30,000 or less	90% reduction
2 children	180,000 or less	130,000 or less	90,000 or less	55,000 or less	30,000 or less	
3 children	230,000 or less	170,000 or less	120,000 or less	65,000 or less	30,000 or less	
4 or more children	20% reduction	40% reduction	60% reduction	80% reduction	90% reduction	

Grade	Annual Fees per Grade Level in €					
	Tuition fee in €	Tuition fee with 20% reduction	Tuition fee with 40% reduction	Tuition fee with 60% reduction	Tuition fee with 80% reduction	Tuition fee with 90% reduction
EP	15,800	12,640	9,480	6,320	3,160	1,580
Grade 1-4	17,900	14,320	10,740	7,160	3,580	1,790
Grade 5-8	19,900	15,920	11,940	7,960	3,980	1,990
Grade 9-10	21,700	17,360	13,020	8,680	4,340	2,170
Grade 11-12	21,900	17,520	13,140	8,760	4,380	2,190

- In special cases, it may be possible to waive or reduce the amount of the Entrance Fee. In situations of particular financial hardship, the school may be able to offer additional fee reductions. Parents must provide clear details of such situations in written form.
- A Tuition Fee reduction can be offered to a limited number of families only per year.
- H.I.S. reserves the right to deny a Tuition Fee reduction.
- Applications cannot be processed before all the required information and documentation has been received.

TUITION FEE REDUCTION APPLICATION PROCEDURE

To apply for a Tuition Fee reduction, submit the following:

1. **Application for Tuition Fee Reduction**
2. **Copy of latest income tax assessment ("Einkommensteuerbescheid"), not older than 2 years.**