



The Master Franchise for INDIA  
Registered by SUPREME  
International Education

## PAYMENT PROCEDURE & FEES

### School Fees

*School Fees* is the umbrella term of all fees arising to get enrolled and take part at the educational programme at German International School Pvt. Ltd.

### Application Fee

The *Application Fee* covers, but is not limited to the processing of the application, including testing and interviewing.

Applications will not be processed until the *Application Fee* has been received.

The *Application Fee* is valid only for the school year in which you are applying. The *Application Fee* will be also charged for former students re-applying to the school.

The Fee may be paid in cash at the school cashier office, by bank transfer, DD (demand draft) or cheque. *Application Fees* are not refundable.

### Admission Fee

The *Admission Fee* is the entrance fee to get enrolled at the school and is valid only for the school year in which you are applying.

The *Admission Fee* is due in full with the first invoice payment. *Admission Fees* are not refundable.

### Capital Fee (for new students) / Capital Development Fee (for returning students)

The *Capital Fee/Capital Development Fee* is used to cover the capital costs of the buildings and grounds (facilities) and their further development.

The *Capital Fee* is valid only for the school year in which you are applying. The *Capital Development Fee* is valid for returning students and will be raised every continuing year after the first school year.

The *Capital Fee / Capital Development Fee* is due in full with the first invoice payment.

*Capital Fees / Capital Development Fees* are not refundable.

### Tuition Fee\*

The *Tuition Fee* is used to cover the costs of the annual programme operations. The *Tuition Fee* is due before the first day of class and is payable on a 12 months base. The school year period is from 01.07. until 30.06. The payment regulations are given as follows:

- **Students who enrol after the start of a semester**

For students who enrol and attend classes after the start of a semester, *Tuition Fees* will be charged on a twelve months base starting on the 01. of the month of joining (i.e. joining on 12.08.2016, period of enrolment is 01.08.2016 – 31.07.2017).

- In case the starting date gets delayed due to an unforeseen reason, the parents are requested to inform the school in time to give the information to the related teacher. The student is able to start at a later date, but the contract period keeps the same.

- **Students who depart before the end of a semester**

Should a student withdraw during any part of a semester, there will be no refund for that school year.



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Since students are taken throughout the year, the recruitment of the teaching staff is made on the basis of the number of applications received. A pro-rata refund in case of early termination of the contract of schooling is therefore not possible. *Tuition Fees* are not refundable.

\* previously also named as School Fees

### Food & Beverage Fee

The *Food & Beverage Fee* covers the costs to provide food as well as any costs involved to store, prepare and cater the meals to the students, which include a morning snack, lunch and an afternoon snack as well as water consumption. *Food & Beverage Fees* are not refundable.

### Additional Charges

Parents may be assessed other charges, such as: school book fees, examination fees (IGCSE Curriculum), graduation fees, yearbooks, or the cost of transportation for athletic or activity trips when traveling. Such fees may be paid in advance in cash at the cashier's office, by bank transfer, DD (demand draft) or cheque.

### Invoices

Upon notification of acceptance of the **new student** by the Educational Coordinator, the *Admission Fee* and *Capital Fee* will be due within two weeks of the offer of acceptance. Payment of these fees will hold your child's place at the school. The deposit will be credited towards the total School Fee costs, and will be reflected in the initial invoice from the school.

In case the enrolment date of the student lies within the next 30 days after notification of acceptance, the remaining *Tuition Fees* and *Food & Beverage Fees* are also due within two weeks of the offer of acceptance.

In case the enrolment date of the student lies later than 30 days, a second bill will be raised covering the remaining *Tuition Fees* and *Food & Beverage Fees* (i.e., date of application is 17.05.2016, period of enrolment is 01.08.2016 – 31.07.2017: due date for the 1. payment is two weeks on or before the offer of acceptance; due date for the 2. payment is 1 month on or before the enrolment period starts).

**Returning students** will receive the school fee bill for the continuing enrolment period two months before the end of the enrolment period. The *Capital Development Fee*, *Tuition Fee* as well as *Food & Beverage Fee* will be due 1 month on or before the new enrolment period starts.

### Late payment Fees & Loss of seat

If payments are not received on or before the given due dates, the applicant risks losing the seat and late payment fee will be raised. In case of limited availability of seats at the time of due crediting, the allotment is made in "first credited - first served" basis, surplus demand will be placed on a waiting list.

School Fee invoices for the school year will be sent to the address specified by the parents on their child's Application for admission.

In order to secure provisional admission/continuation for the student, the installments of the school fees have to be initiated on or before the due date given in the bill.



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In case of any delay of payments, there will be due payment fees as follows:

- Due payments initiated after the given due date but before the date of enrolment respectively before the date of continuation will effect a late payment fee of Rs. 5,000/- per child and delay.
- Due payments initiated after the given due date and after the date of enrolment respectively after the date of continuation will effect a penalty fee of another Rs. 15,000/- per child.

Failure to pay school fees by the established due dates may result that the student(s) will not being allowed to attend classes and/or lose the seat.

In case of limited availability of seats at the time of due crediting, the allotment is made in "first credited - first served" basis, surplus demand will be placed on a waiting list.

### Payments

Payments for the school year will be accepted in Indian currency (INR) only.

As a reminder:

- Transfers or payments made within India through an AXIS Bank account will be credited within 1-2 working days to the school's account.
- Transfers or payments made within India through any other then AXIS Bank account will be credited within 3-4 working days to the school's account.
- Transfers or payments made from outside India will require at least two weeks before credit is applied.

### Bank Fees

Please be aware that all bank transfer fees, foreign exchange commissions or other fees charged by a bank on a transaction are the payer's responsibility and cannot be deducted from your school fees.

In case due payments are based on another than Indian currency (i.e. for books or material from Germany or France), the amount will be converted in INR on base on that days' exchange rate given by <http://www.bankenverband.de/service/waehrungsrechner>.

**Regardless if or when a student starts at the school or how long a student is present during a school year, the Application Fee, Admission Fee, Capital Fee / Capital Development Fee as well as Tuition Fee and Food & Beverage Fees are not refundable - also not pro rata temporis.**

German International School - School Administration

Effective from 01.07.2016

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