



## 2025-26 ICS Addis Tuition and Fees Policy

### Mission

We nurture the talents, character and intellect of all learners, challenging them to be a positive influence and empowering them to excel in their world.

### Vision

Our best with Africa and our world.

**ICS Addis tuition and fees are set by the Board of Governors and must be paid in United States dollars (USD). All tuition and fees listed are in USD.**

### Tuition and Fees

Grade Level	All Students Annual Tuition	New Students		Returning Students	
		Application Fee	Capital Fee	Registration Fee	Capital Fee
Early Years 3-4: Half Day	\$11,760	\$300	\$300	\$300	\$300
Early Years 3-4: Full Day	\$19,130	\$300	\$300	\$300	\$300
Early Years 5 (Kindergarten)	\$29,520	\$300	\$10,000	\$300	\$10,000
Grades 1-5	\$29,520	\$300	\$10,000	\$300	\$1,500
Grades 6-8	\$33,480	\$300	\$10,000	\$300	\$1,500
Grades 9-10	\$35,120	\$300	\$10,000	\$300	\$1,500
Grades 11-12	\$36,520	\$300	\$10,000	\$300	\$1,500

### Fees for Specialized Student Support

Service	Annual Fee
Speech & Language Therapy	\$1,950
Occupational Therapy	\$1,950
STEP Level 1	\$5,880
STEP Level 2	\$9,790

\*STEP program fees include SLT and OT services.

Specialized Assessments	One Time Fee
If required by ICS*	\$500
If requested by family	\$2,000

\*If an ICS-required assessment determines that a fee-paying service is needed, the assessment payment is credited toward the cost of the service.

### Tuition and Fee Regulations

#### Application and Registration Fees:

- Application and registration fees are non-refundable and applicable for one year only, from the date of payment.
- Application fee is paid with the application.
- Registration fee is paid to re-enroll for the next school year and is credited toward the next school year tuition.

#### Capital Fee:

- The capital fee is payable in full if a student attends for any portion of the school year.
- Capital fees paid during Early Years 3-4 are credited toward the capital fee in Early Years 5.
- Students who previously attended ICS and are returning after an absence of one school year or more must pay *either* the difference between the current new student capital fee and the new student capital levy/fee paid when they first enrolled at ICS, *or* the returning student capital fee, whichever is higher.

#### Tuition:

- Early Years 3 early entry students who join EY3 at one of the mid-semester entry points *as a result of their birth date and the early entry admissions policy* are charged 50% of the semester tuition for that semester only.
- Grade 11-12 tuition includes International Baccalaureate Diploma Program exam fees.

#### Families With More Than Two Children:

A tuition fee reduction is provided only on annual tuition and only to the third sibling and any subsequent siblings. The reductions are applied in order of tuition amount, i.e., the highest deduction on the lowest tuition.

- 3rd child: five percent (5%) reduction in annual tuition
- 4th child: ten percent (10%) reduction in annual tuition
- 5th child and subsequent children: fifteen percent (15%) reduction in annual tuition

International Community School of Addis Ababa

PO Box 70282 • Mauritania Road • Old Airport • Addis Ababa • Ethiopia

+251 11-318-5286 • +251 932-196-227

[www.icsaddis.org](http://www.icsaddis.org) • [accounts.receiveable@icsaddis.org](mailto:accounts.receiveable@icsaddis.org)

Revision date: 2 June 2025

## ICS Addis Tuition and Fees Collection Policy

1. Parents/guardians are responsible for paying all tuition and fees on time.
2. Payment due dates:
  - a. Tuition and capital fee payments are due two weeks before the first day of the semester. There are two semesters in the school year.
  - b. Payment by organizations:
    - i. Annual tuition and capital fee are due by **31 July 2025**.
  - c. Payment by individuals:
    - i. First semester tuition and full capital fee are due by **31 July 2025**.
    - ii. Second semester tuition is due by **26 December 2025**.
  - d. Registration fee for the 2026-27 school year is due by 15 April 2026.
3. For students enrolled for any portion of a semester, the semester tuition and annual capital fee shall be paid in full.
4. New students:
  - a. For new students admitted after the semester payment due date, payment is due two weeks after the student's first day of enrollment.
5. Withdrawals (cancellation of enrollment) and refunds:
  - a. Cancellation of enrollment must be communicated to the Registrar Office in writing.
    - i. If cancellation of enrollment is communicated before the first day of the semester, reimbursement of tuition and capital fee payments shall be as follows:
      1. For cancellation of enrollment before semester 1 begins, the tuition and capital fee payments will be refunded in full.
      2. For cancellation of enrollment before semester 2 begins, the semester 2 tuition will be refunded in full.
    - ii. If cancellation of enrollment is communicated on or after the first day of the semester, there is no refund of the semester tuition and capital fee.
6. In the event the ICS Addis campus is closed and ICS moves to its online platform due to circumstances beyond its reasonable control, ICS will not refund tuition.
7. Finance charges are levied for late payment of school fees as follows:
  - a. Finance charges are levied for late payment of school fees as follows, based on invoice due date:
    - i. Up to two weeks after due date: two point five percent (2.5%) of the total amount due
    - ii. Between two and six weeks after due date: five percent (5%) of the total amount due
  - b. If payments are not made within six weeks of the original due date, the child or children involved will not be permitted to attend classes or participate in school events until all tuition, fees and any accumulated finance charges for the entire semester (or entire year in the case of organizations) are paid in full.

## Making Payments

All tuition and fees payments must be made in US dollars or other hard currency. Payments may be made in cash, personal check, wire transfer, NR check or FCY check. All bank transfers and other fees are the responsibility of the parent or guardian.

### To the ICS Cashier:

- Only the ICS cashier can collect tuition payments and issue official receipts.
- Cash payments of more than \$2,000 or equivalent must be deposited in the bank. The cashier will not accept more than \$2,000 in cash.
- Cashier Office hours: Monday-Friday, 7:30 AM-4:45 PM.

### Cash Deposit to Bank:

Please deposit directly into our foreign currency (FCY) account and provide a copy of the deposit slip to the Business Office:

International Community School of Addis Ababa  
FCY (Foreign Currency) Account #1000001091445  
Commercial Bank of Ethiopia  
International Banking Division, Addis Ababa  
(251) 11-515-7210 or 553-0042

### By US Dollar Check:

To: International Community School of Addis Ababa  
Submit: to the ICS cashier or by mail to:  
TD Bank NA  
1919 Gallows Road, 2nd Floor  
Vienna, VA 22182 USA

### By Wire Transfer:

Include the name and grade of your child with the transfer and submit a copy of the transfer confirmation to the Business Office.

International Community School of Addis Ababa  
TD Bank NA (United States)  
ABA (routing) Number: 054001725  
Account Number: contact the Business Office  
Swift Code: NRTHUS33XXX (US dollars only)  
Swift Code: TDOMCATTOR (foreign currency only)  
Note: US banks do not have IBAN numbers

**Contact the Business Office: accounts.receivable@icsaddis.org or +251 11-318-5286**

This tuition and fees policy is effective for the 2025-26 school year beginning 1 August 2025.

*Earl Chamberlin, Head of School* *Earl Chamberlin*