



# **Financial regulations**

Effective as of August 1st, 2025



INTERNATIONAL SCHOOL OF  
**SCHAFFHAUSEN**

# 1 Terms & conditions

By enrolling your child in the International School of Schaffhausen (hereafter named ISSH), parents/guardians agree to comply with the terms and conditions and the schedule of fees described in these Financial Regulations. These Financial Regulations supersede all former financial agreements between the parties.

## 1.1. Tuition and enrolment fees

The school fees cover the cost of regular tuition including textbooks and other learning material. The one-time enrolment fee is due once the student has been accepted by ISSH and is not refundable. Excursions without overnight stay are included in the school fees. Not included in the school fees are residential trips (overnight) and fees for IB Diploma exams.

## 1.2 Capital building fund fee

This is a non-refundable one-time payment. It is billed together with the initial school fee invoice. The capital building fund fee is not part of the operational budget but goes into a fund for financing the buildings/facilities and for the continual enhancement of the school environment. Not applicable for the Early Learning Centre.

## 1.3 Conditions of payment

In the interest of maintaining low administrative costs, parents/guardians can choose between quarterly payments in advance or a single, annual payment in advance. This is not applicable for the Early Learning Centre department, as these are billed on a monthly basis. Quarterly bills can be paid by monthly instalments. All school fees are payable in Swiss francs and any exchange rate losses are the responsibility of the family.

## 1.4 Terms of payment

Payment dates for quarterly fees are: August 15th, November 1st, February 1st and May 1st. The single annual payment is due by August 15th. The capital building fund fee will be billed together with the first school fee invoice. A change in the mode of payment is possible only at the beginning of a new academic year. ISSH reserves the right to charge prevailing interest on late payments to any balance past due. Alternative payment methods may be granted in exceptional circumstances to private payers and for one year at a time, and only upon a written application stating the reason(s) for the request. Such applications must be received no later

than May 31st of the preceding school year or for new private payers after the student's enrolment at ISSH, and are subject to approval by the ISSH Administration department. Alternative payment methods, approved by the ISSH Administration department, incur a fixed administrative charge of CHF 300 per student and school year. The fee is waived if financial assistance (see Section 2.4) has been granted. The final instalment has to be paid by the end of the following May, at the latest. If the instalment plan remains partially or fully unpaid, the plan is automatically cancelled and the remaining tuition fee is due immediately pursuant to the above mentioned payment terms.

### 1.5. Sibling discount

The sibling discount applies to families with more than one child enrolled in ISSH. The discount is applied based on the age of the children: the oldest child does not receive a discount, the second-oldest child receives a 10% discount and each additional younger child receives a 5% discount. This discount is only available to families, not companies, and is applicable only if no other financial assistance has been granted.

### 1.6 Late enrolment

In case of a late enrolment, the enrolment fee and the Capital Building Fund fee are due along with the school/ residential fees for the current quarter.

### 1.7 Early withdrawal

If a student withdraws early, the following policy applies:

- The enrolment fee is non-refundable. This is also applicable for the Early Learning Centre.
- The Capital Building Fund Fee is non-refundable.
- For withdrawals between July 1st and December 31st, with notice given before October 31st, 50% of the annual school fees will be charged.
- For withdrawals between January 1st and March 31st, with notice given before December 31st of the previous year, 75% of the annual school fees will be charged.
- If notice is given after January 1st, the full annual school fees will be charged.
- This Section does not apply to students withdrawing after having been suspended or expelled from attending school, e.g. for unpaid invoices or for disciplinary reasons. It also does not apply if ISSH cancels admission or refuses tacit re-enrolment for any of the reasons listed in the admissions policy.

### 1.8 Re-registration & no-show

Re-registration for the new school year takes place in spring. For students who are registered and are withdrawn between April 30th and June 30th, an administrative charge of CHF 800.- will be applied.

Students who are registered and withdrawn after June 30th or do not show up at the beginning of the school year will be billed with 50 % of the annual tuition fees. This does not apply to Early Learning Centre please see section 2.1.

### 1.9 Force majeure

No refund of fees will be issued in the event that ISSH is forced to close any part of the school due to circumstances beyond the school's control.

## 1.10 Insurance

Parents/guardians must maintain health, accident and liability insurance for each child enrolled at ISSH. These insurances are not provided by the school.

## 1.11 Data protection

ISSH may collect data relating to enrolment and tuition. It respects the Swiss data protection legislation as well as the European general data protection regulations and will treat that information confidentially. In case of an unpaid invoice, third parties may be engaged by ISSH for the recovery of any outstanding fees and costs. For this purpose, ISSH reserves the right to forward the necessary personal data to the relevant third party.

## 1.12 Amendments

Any adjustments to these regulations are made by the ISSH Board of Directors and will be communicated to the parents in March and will become effective in the following school year. The Schedule of Fees is updated on a yearly basis, upon approval by the Board of Directors, and will come into effect with the start of the new academic year.

## 2 Schedule of tuition fees 2025 – 2026

### 2.1 Early Learning Centre 0-6 years

One-time enrolment fee

CHF 200

One-time settling-in fee (extra care/ 1:1)

CHF 300 (age 0-3)/hourly rate (age 3-6)

All school fees are payable in CHF. Any exchange rate losses are the responsibility of the family.

Fees per day		Age 0-3	Age 3-4	Age 4-6
Full day	07:45-18:00	138 <sup>1</sup>	118	113
Core time	07:45-15:45	118 <sup>1</sup>	102	97
Morning	07:45-12:30	87 <sup>1</sup>	77	72
Afternoon	12:30-18:00	92 <sup>1</sup>	87	72
Minimum Booking	½ days per week	2	2	5 <sup>2</sup> / 7 <sup>2</sup>
Additional services & fees		Age 0-3	Age 3-4	Age 4-6
Holiday rate	During full day	22	22	20
Off peak hours	06:00-07:45 / after 18:00	32	32	32
Late pick-up	Every 15 minutes	17	17	17
Lunch & snacks <sup>3</sup>		Included	12	12
Baby surcharge <sup>4</sup>	Babies < 18 months	20%	n/a	n/a

<sup>1</sup>Includes diapers, hygiene articles and all meals. <sup>2</sup>Obligatory minimum Kindergarten attendance: 4-5 years old 5x ½ days, 5-6 years old 7x ½ days. <sup>3</sup>Freshly cooked lunch incl. 2 snacks. <sup>4</sup>Surcharge for increased need of care.

**Sibling discount:** See section 1.5.

**App for booking and billing:** We use the Family App for booking, attendance and billing. Invoices are sent monthly by email and additional bookings are charged according to app fees or hourly rates.

**Opening times:** Monday to Friday, 7:45 - 18:00, open 49 weeks per year.

**Holidays:** Closed for 3 weeks (last week of July, first week of August and Christmas week) and Swiss public holidays. During school holidays, our programme includes more non-academic activities. For additional holiday weeks, a 50% refund is available if booked 6 weeks in advance. The maximum of additional holiday weeks qualifying for refund is 12 weeks. No refunds for illness or other absences.

**Cancellation:** The trial period is 4 weeks, with notice allowed by the end of the final week. Afterwards, the contract can be cancelled with two months' notice at the end of a month. This also applies to reducing booked days.

**Subsidies:** Parents registered in the canton of Schaffhausen, who are employed or registered unemployed, can apply for a cantonal childcare subsidy. Eligible childcare spots for up to 4 years old receive CHF 20 per day (8+ hours of attendance) or CHF 10 per half-day (4+ hours attendance). For more information, please contact the ISSH Admin office.

## 2.2 Grades 1-12

One-time capital building fund fee<sup>3</sup> CHF 3 500

One-time enrolment fee CHF 600

All school fees are payable in CHF. All exchange rate losses are the responsibility of the family.

	Age	Quarterly tuition fee	Annual tuition fee
<b>Primary School<sup>1</sup></b>			
Grade 1 <sup>3</sup>	6-7	6 690	26 750
Grade 2	7-8	6 690	26 750
Grade 3	8-9	6 970	27 870
Grade 4	9-10	6 970	27 870
Grade 5	10-11	6 970	27 870
<b>Secondary School<sup>1</sup></b>			
Grade 6	11-12	7 530	30 090
Grade 7	12-13	7 530	30 090
Grade 8	13-14	7 530	30 090
Grade 9	14-15	7 800	31 200
Grade 10	15-16	7 800	31 200
<b>Diploma Programme<sup>1</sup></b>			
Grade 11	16-17	8 330	33 300
Grade 12 <sup>2</sup>	17-18	8 330	33 300
<sup>1</sup> Reduced rates may be available through the financial assistance programme. <sup>2</sup> Fees for IB exams are not included in the tuition fee. <sup>3</sup> Grade 1 students transitioning from the Early Learning Centre benefit from special conditions. Please contact the Admin office.			

Other fees	
English or German as an additional language	1 300
Learning support	1 300
Residential Trip Grade 2	200
Residential Trip Grade 3	300
Residential Trip Grade 4	400
Residential (Ski) Trip Grade 5	950
Residential Trip Grades 6, 7, 8	800
Residential Trip Grades 9, 10, 11, 12	950
DP registration and exam fees (DP2 only) approx.	1 500
DP Camp fees approx.	800
<b>Additional services</b>	
Music, special needs, etc.	At external teacher rate
Shuttle bus	Free of charge
Lunch Services	Additional costs
Discovery Afternoon	Separate programme
Holiday Camps	Separate programme
After School Clubs	Separate programme

## 2.3 Boarding

IB Diploma Programme or Pre-IB course including full boarding.

All school fees are payable in Swiss francs and any exchange rate losses are the responsibility of the family.

Fees	CHF	Details
Enrolment fee	600	Non-refundable one-time payment
Capital building fund fee	3 500	Non-refundable one-time payment
Tuition grade 9 & 10 incl. boarding fees	65 580	Pre-IB course, per year
Tuition grade 11 & 12 incl. boarding fees	70 640	IB Diploma Programme, per year
Includes		
Courses. Tuition in all school-offered subject courses. Cost of all course books and materials. Shuttle bus to and from school. Use of a school computer. Career and university counselling, CAS programme, homework assistance and study hour supervision. WiFi and internet access. City travel pass (for individual travel to and from school). Double occupancy room. Boarding housing: supervision, accommodation and meals (3 x day) for 37 teaching weeks of school and for winter break (1 week Feb = internship week). Residential trips and excursions.		
Excludes		
IB examination fees and other organisational services of the IB. Pamoja and Langford online courses. Private tuition or coaching. Musical instrument lessons. Private sports lessons. Liability, accident & medical insurance. Travel costs for personal reasons, bus/train tickets. Stay in the Boarding house during Holidays (autumn, Christmas, spring, summer). Personal shopping, theatre, cinemas, concerts, personal restaurant visits, personal sports/club memberships. Travel insurance for trips and excursions. Cost of medical care and medication. Personal mobile and smartphone costs. Rental or purchase of ski or other sports equipment. Cost of Swiss resident permit.		

As part of the visa requirements, the yearly school and boarding fees have to be paid in advance. The bank statement of the boarding fees paid is part of the documentation needed for visa applications. The school will send a bill once the enrolment is completed.

## 2.4 ISSH financial assistance standards

As part of our commitment to making admission to our school more widely available, we offer financial assistance to families and students in need. Below we have outlined our criteria for awarding financial assistance. As an independent school, our operations, including our financial aid programmes, are funded entirely by tuition fees. This underlines our commitment to ensuring that financial assistance reaches those who need it most, in line with our mission to provide a high quality education to a diverse student body.

The Financial Assistance assessment criteria are designed to ensure a fair and transparent process that prioritises applicants' financial needs. **Financial assistance is applicable to tuition fees only.**

Criteria	Details
Family financial means verification	<ul style="list-style-type: none"> <li>• Applicants must submit the most recent tax declaration as proof of family income and other financial means.</li> <li>• Additional documentation may be requested for a comprehensive understanding of the family's financial situation.</li> </ul>
Number of children	<ul style="list-style-type: none"> <li>• Priority will be given to families with multiple children, as they are more likely to have higher educational expenses.</li> <li>• The number of children in the family enrolled in educational institutions will be a significant consideration.</li> </ul>
Limits for consideration	<ul style="list-style-type: none"> <li>• Financial assistance will only be considered for families with a total annual income and other financial means below a certain threshold. This threshold will be set based on the cost of living in the area and the average income levels.</li> <li>• Families with overall financial means above this limit will not be eligible for financial assistance.</li> </ul>
Special situations	<ul style="list-style-type: none"> <li>• Special situations such as unexpected medical expenses, loss of employment, or other financial hardships may also be considered as part of the overall evaluation.</li> <li>• Applicants are encouraged to provide details of any such situations in their application.</li> </ul>
Commitment to education	<ul style="list-style-type: none"> <li>• Our assessment goes beyond financial metrics to consider the family's commitment to educational values and aspirations.</li> </ul>
Renewal and re-assessment	<ul style="list-style-type: none"> <li>• Financial assistance is awarded on an annual basis and subject to re-assessment each year. Families are required to reapply annually, providing updated financial information.</li> </ul>



### 3 Enrolment agreement

By completing and signing this section, we agree to and will comply with the Financial Regulations and Terms and Conditions 2025-2026 as described in the sections above.

Signatures of both Parents/Guardians are required.

Student(s) name(s)	
Parent/ Guardian name (1)	Signature (1)
Parent/ guardian name (2)	Signature (2)
Place	Date ( day/ month/ year)

The employer will pay the tuition fees

Yes ☐

No ☐

The employer will pay any additional fees

Yes ☐

No ☐

Company Information (Employer), if the company is paying:

Company name		
Mailing/ billing address, city, post code		
Company contact person	Telephone	Email
Employer signature	Date ( day/ month/ year)	



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