

1. School Fees

The following School Fees shall apply per child:

1.1 Application Fee

A non-refundable Application Fee of €255 is payable with each application to MIS.

1.2 Entrance Fee

The Entrance Fee for new students entering in 2018-2019 is €7,240 per child in the first year and €3,100 per child in the second and the third school years. The Entrance Fee is due by 1 July of each year. The Entrance Fee is used to fund campus development projects and other strategic initiatives.

1.3 Registration Fee

The Registration Fee for the first year of enrolment is €1,550. The Re-Registration Fee in subsequent years is €775. The Registration Fee is due with the confirmation of the first registration (through a signed School Contract) and the Re-Registration Fee is due as part of the annual re-registration process.

1.4 Technology Fee

The Technology Fee is used to provide IT for teaching, learning and administrative operations as well as to finance new IT investments. Approximately two-thirds of the fee is used to ensure that the network and server infrastructure is capable of supporting the requirements of teachers, students and staff as well as the software needed to run all administrative functions in the School. The remainder of the fee is used to support the 1:1 MacBook programme from Grade 7 and to provide students up to Grade 6 with an appropriate level of access to MacBooks and iPads. Parents with children in Grades 7-12 have the option to have a school-supplied MacBook (SSM) or they may buy their own MacBook (BYOM). The Technology Fee, due by 1 July of each year, depends on the grade level and is set out in the table below.

Grade Level	Technology Fee	Technology Fee with BYOM
EC 45 & EC 56	€517	-
Grades 1-4	€672	-
Grades 5-6	€828	-
Grades 7-12	€828	€543

1.5 Annual Tuition Fee

The annual Tuition Fee depends on the grade level and is set out in the tables below. The annual Tuition Fee is payable in advance in two instalments according to the following schedule:

- 1st instalment (50% of the annual Tuition Fee) payable by 1 July of each year;
- 2nd instalment (50% of the annual Tuition Fee) payable by 1 December of each year.

Early Childhood 45 & 56

Booking options	Early Childhood Annual Tuition Fees
Morning*	€11,250
Full-day	€14,060
Extended day*	€16,100

* No bus service available for these options; parents are responsible for pick-up of EC child

Grades 1-12

Grade Level	Annual Tuition Fee
Grade 1 - 4	€14,060
Grade 5 - 8	€16,090
Grade 9	€17,646
Grade 10	€19,530
Grade 11	€19,530
Grade 12	€20,570

1.6 Reductions

For families with three or more children enrolled simultaneously, the School will grant the following reductions for the youngest child(ren) in the family: a 10% reduction of the annual Tuition Fee for the third child, a 20% reduction of the annual Tuition Fee for the fourth child and any additional children.

1.7 After School Activities (ASA), Athletics & After School Care Fees

Activities and Athletics take place over three seasons (fall, winter and spring). Normally, off-site activities with higher costs, for example for materials, facility rental and transportation, have a fee of €150, and on-site activities with lower costs have a fee of €75. ASA packages are also available for Junior School students (EC 45 - Grade 4).

Additionally, After School Care is available for students in Grades 1-4, and runs for the entire school year.

Fees for all After School Activities (ASA), Athletics & After School Care programmes are set out in the following tables:

ASA / Athletics Fees (all students)	
On-site Activities (per activity)	€75
Off-site Activities (per activity)	€150

ASA packages (EC 45- Grade 4)	
Package Option 4	€700
Package Option 3	€525
Package Option 2	€350
Package Option 1	€200

After School Care (Grades 1-4)	
Option A	€1,200*
Option B (including ASA & JS Athletics activities)	€1,400*

* Excluding bus fees

1.8 Other Fees and Charges

Other fees and charges might include fees for the MIS School Bus Transportation System and optional programs or trips, all of which will be separately invoiced. *N.B. Grade level trips for all grades, the Grade 8 mountain trip week and curricular trips are included in the Tuition Fee as they are an integral part of the educational programme.*

2. Proration in the case of early termination and withdrawal processes

The School Contract can be terminated by parents in writing with the submission of the completed MIS Withdrawal Form. *The minimum period of notice is four weeks before the end of the month in which the student/s plan(s) to leave MIS.* Withdrawal forms are available in the Admissions Office. The date the Withdrawal form is received by MIS determines the timing of the termination. In the case of early termination of the School Contract, the School Fees are prorated as follows:

2.1 The Application Fee, the Registration Fee, the Re-Registration Fee and the Technology Fee are non-refundable. These fees are to be paid even in the case of a withdrawal after the School Contract/Extension of School Contract has been signed.

2.2 The Entrance Fee is non-refundable unless a student has attended MIS for 65 days or less in a given school year; in such cases 50% of the Entrance Fee of that respective school year will be refunded. This fee is to be paid even in the case of a withdrawal after the School Contract/extension of the School Contract has been signed.

2.3 The Annual Tuition Fee is prorated for students who leave MIS early as follows:

Termination effective in (month)	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May-June
Refundable % of Tuition Fee in case of early termination	100%	70%	65%	55%	50%	30%	20%	10%	0%	0%

3. Proration in case of late enrolment

In case of late enrolment at MIS the School Fees are prorated as follows:

3.1 The Application Fee, the Entrance Fee, the Registration Fee, the Re-Registration Fee and the Technology Fee shall apply in full.

3.2 The Annual Tuition Fee is prorated for students who enrol at MIS late as follows:

1st day of school in (month)	Aug/Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
Payable % of Tuition Fee in case of late enrolment	100%	95%	85%	75%	65%	55%	45%	35%	25%	15%

4. Payment Arrangements and Terms

4.1 You will receive your invoice via email (please ensure the Admissions Office has your updated contact details at all times).

4.2 Payments to MIS can be made by bank transfer to the bank account specified below or by cheque mailed to the Finance Office. Please note that cash payments are not possible.

4.3 Cheques should be made payable to the MUNICH INTERNATIONAL SCHOOL e.V., indicating the family name and fee allocation. For bank transfers, please use the following bank account:

Kreissparkasse München Starnberg Ebersberg
IBAN No. DE42 7025 0150 0022 8272 73
Swift-BIC Code: BYLADEM1KMS

4.4 All payments should be made in Euros by cheque or by bank transfer to the above-mentioned account. Any bank transfers and cheques received in a foreign currency will be credited to the parents'/guardians' School account at the exchange rate of the date the School's bank account is credited. Any bank charges incurred by cheques or by transfers as well as exchange rate differences will be charged to the parents'/guardians' account.

5. Special Payment Plan (SPP) for Tuition Fee

A "Special Payment Plan" (SPP) for the Tuition Fee is available upon written request for families who pay their tuition fees 100% 'privately' (i.e. families where a company pays some or all of the tuition fees for a student are ineligible). The SPP applies only to tuition fees with equal payments due on 1 July, 1 October, 1 January, & 1 April of the relevant school year and payable by direct debit only. The SPP request must be approved in advance by the CFO. A Service Fee of €500 for a SPP will also apply and be added to the first invoice.

If you wish to apply for a SPP, please send your request to accountreceivable@mis-munich.de no later than the end of May for the following school year. Requests after this date will be considered on a case by case basis. Please note that should one direct debit be revoked, full payment of the Tuition Fee would be due immediately and the approval for the SPP would be no longer valid.