



SCHOOL FEE REGULATION FOR KINDERGARTEN AND SCHOOL FROM SCHOOL YEAR 2022/2023

Resolution of the School Board of the Extraordinary Meeting of February 07, 2022 to adjust the Fee Regulation with editorial adjustments on February 07, 2022 and adoption of the Claim Management at the 942nd meeting on November 17, 2020 with adjustments on February 07, 2022.

SCHOOL FEE REGULATION FOR FULL-PAYERS

SCHOOL LEVEL	School Fees 1. child	School Fees 2. child	School Fees 3. child
Enrollment fees (for new admission and annually)	500,00 €		
Toddlers' Group	8.250,00 €		
Kindergarten incl. afternoon care	5.885,00 €	5.610,00 €	5.335,00 €
Preschool incl. afternoon care	7.535,00 €	7.260,00 €	6.985,00 €
Primary School incl. afternoon care	13.200,00 €	12.925,00 €	12.650,00 €
Secondary School I (grade 5-10) incl. afternoon care	14.850,00 €	14.575,00 €	14.300,00 €
Secondary School II (grade 11-12) (IBO-examination fees extra)	16.500,00 €	16.225,00 €	15.950,00 €

SCHOOL FEE REGULATION FOR SELF-PAYERS

For children whose parents are self-employed or are reimbursed less than 50% of the fees by their employer and do not fall under the reduced fee status.

SCHOOL LEVEL	School Fees 1. child	School Fees 2. child	School Fees 3. child
Enrollment fees (for new admission and annually)	500,00 €		
Toddlers' Group	7.975,00 €		
Kindergarten incl. afternoon care	5.335,00 €	5.060,00 €	4.785,00 €
Preschool incl. afternoon care	6.435,00 €	6.160,00 €	5.885,00 €
Primary School incl. afternoon care	6.600,00 €	6.325,00 €	6.050,00 €
Secondary School I (grade 5-10) incl. afternoon care	7.150,00 €	6.875,00 €	6.600,00 €
Secondary School II (grade 11-12) (IBO-examination fees extra)	7.700,00 €	7.425,00 €	7.150,00 €

SCHOOL FEE REGULATION FOR REDUCED STATUS

SCHOOL LEVEL	School Fees 1. child	School Fees 2. child	School Fees 3. child
Enrollment fees (for new admission and annually)	500,00 €		
Secondary School I (grade 5-10) incl. afternoon care	5.225,00 €	4.950,00 €	4.675,00 €
Secondary School II (grade 11-12) (IBO-examination fees extra)	5.500,00 €	5.225,00 €	4.950,00 €

1. Payment method

- a) Parents of international students (non-Ethiopians by passport) must pay the school fees by transfer to the following Euro account:
Bank: Commerzbank Düsseldorf,
Name: Deutscher Schulverein in Äthiopien
BLZ: 300 400 00
Konto Nr.: 1044015 00
IBAN: DE 28 3004 0000 0104 401 500
- b) Parents of Ethiopian students (Ethiopians by passport) have the following option:
Deposit to Dashen Bank:
German Embassy School, Balderas Branch
Account No.: 0089 1493 410 11
SWIFT: DASHET AA XXX

2. Payment period and payment obligations

2.1. Full-payers

- a) The school fees and the registration fee are billed annually one month before the beginning of the school year. In exceptional cases (e.g. when a student leaves the country for the school semester), semi-annual invoicing is possible upon request.
- b) Textbooks and IB fees are billed semi-annually.
- c) The fees are due within 8 weeks after receipt of the invoice. In the event of non-payment within the above-mentioned period, point 5 of the public fee schedule shall apply.
- d) Full-payers are obliged to pay the school fees in EUR to the German bank account.
- e) If the child/children leave the school before the end of the school year, a pro-rata refund of the fees already paid will be made upon proof from the employer that the annual fee is not paid in full. If the employer pays the annual fee in full, a pro-rata refund of the personal share will be made to the parents upon proof..

2.2. Self-payer and Reduced status

- a) School fees are billed semi-annually one month before the start of school, as well as textbooks and IB fees.
- b) Enrollment fees are billed annually.
- c) The fees are due within 14 days after receipt of the invoice. In case of non-payment within the above-mentioned period, point 5 of the public fee schedule shall apply.

3. Application for reduction and deferral of payment

- a) In exceptional cases, applications for reductions may be submitted to the Executive Board. The reduced status is the lowest level for reductions. The reduced rate is only valid for the 2022/2023 school year.
- b) Applications for reductions shall be submitted by April 30 of the previous (school) year for the coming school year. Applications received after April 30 will not be accepted. For new registrations as of May 1, the deadline for submitting applications is June 30.
- c) If the employment situation changes during the current school year (e.g. change of employer, self-employment), an application for classification as a self-payer can also be submitted after the application deadline.
- d) Applications for reductions cannot be made retroactively.

4. Other fees

- a) In the IB DP classes the examination fees charged by the IBO are payable in addition. Based on agreements with parents, special examination subjects may be offered against a fee.
- b) Fees for bus service and other services are billed separately on a semi-annual basis.
- c) For children who are not picked up from afternoon care on time, meaning by 4:30 p.m. at the latest, 18€ per hour will be charged through the administration (monthly billing).

5. Outstanding

- a) Outstanding debts arise if the invoice is not settled within 7 days after the expiry of the first payment deadline.
- b) In case of late payment, a delay fee in the amount of 5% of the invoice amount will be charged. In addition, in the event of late ETB payment, the invoice exchange rate or the current exchange rate will apply to calculate the ETB amount. The exchange rate that is more favorable to the school will be the applicable rate.
For self-payers and reduced status: If no payment is received or no other reaction can be identified after 14 days, a second (and final) reminder will be sent with the notice that the child will be excluded from further school attendance after a further 7 days period has passed without any reaction
For full payers: after sending the first reminder (see point 5b)), another reminder will be sent after 3 weeks, stating that in case of non-payment the Embassy or the respective employer will be informed. This actually takes place 7 days after sending this second reminder (thus 12 weeks after first invoicing), provided there has been no reaction.
- c) New enrollments during the current school year may be billed on a pro-rated monthly basis.

6. Deregistration

- a) Deregistration is possible at the end of each semester. There is no entitlement to a refund of amounts already invoiced (exception see 2.1. e))

7. Employee fees

- a) DBSAA employees with a permanent contract and a contract term of at least one year pay one time 5% of their respective annual basic salary for the care and/or schooling of their children. If both parents are employed by DBSAA, the annual basic salary of the parent with the higher annual earnings will be used for the purposes of calculation.
- b) DBSAA employees on a fee based contract are subject to the tuition model adopted on 21.02.22.
- c) Both, school fees and any other fees charged by the school will be deducted from employees' salaries.
- d) The subsidiarity principle applies. This means that the employee regulation does not apply if the partner of an employee has an employer who pays for the school fees.