



## SCHOOL FEE REGULATION FOR KINDERGARTEN AND SCHOOL FROM SCHOOL YEAR 2023/2024

**Resolution of the School Board of February 07, 2023 to adjust the Fee Regulation with editorial adjustments  
at the 965<sup>th</sup> meeting on February 07, 2023.**

### SCHOOL FEE REGULATION FOR FULL-PAYERS

For children whose parents are reimbursed at least 50% of school fees by their employer.

SCHOOL LEVEL	School Fees 1. child	School Fees 2. child	School Fees 3. child
<b>Enrollment fees (for new admission and annually)</b>	1000,00 €		
<b>Toddlers' Group</b>	9.490,00 €		
<b>Kindergarten incl. afternoon care</b>	6.770,00 €	6.455,00 €	6.135,00 €
<b>Preschool incl. afternoon care</b>	8.665,00 €	8.350,00 €	8.035,00 €
<b>Primary School incl. afternoon care</b>	15.180,00 €	14.865,00 €	14.550,00 €
<b>Secondary School I (grade 5-10) incl. afternoon care</b>	17.080,00 €	16.765,00 €	16.445,00 €
<b>Secondary School II (grade 11-12) (IBO-examination fees extra)</b>	18.975,00 €	18.660,00 €	18.345,00 €

**Bank Details:** Commerzbank Düsseldorf  
Deutscher Schulverein in Äthiopien | BLZ 300 400 00 | Acc.-No. 10 440 1500  
IBAN: DE28 3004 0000 0104 401 500 | BIC COBADE FF XXX | SWIFT COBADE DD XXX

Bank Account **Dashen Bank** German Embassy School  
Balderas Branch | Account-no.: 0089 1493 410 11  
SWIFT: DASHET AA XX

## SCHOOL FEE REGULATION FOR SELF-PAYERS

For children, whose parents are reimbursed less than 50% of the fees by their employer.

SCHOOL LEVEL	School Fees 1. child	School Fees 2. child	School Fees 3. child
<b>Enrollment fees (for new admission and annually)</b>	750,00 €		
<b>Toddlers' Group</b>	8375,00 €		
<b>Kindergarten incl. afternoon care</b>	5.605,00 €	5.315,00 €	5.025,00 €
<b>Preschool incl. afternoon care</b>	6.760,00 €	6.470,00 €	6.180,00 €
<b>Primary School incl. afternoon care</b>	6.930,00 €	6.645,00 €	6.355,00 €
<b>Secondary School I (grade 5-10) incl. afternoon care</b>	7.510,00 €	7.220,00 €	6.930,00 €
<b>Secondary School II (grade 11-12) (IBO-examination fees extra)</b>	8.035,00 €	7.800,00 €	7.510,00 €

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 IB-World School for „Gemischtsprachiges International Baccalaureate“  
 Accredited German School Abroad: Kindergarten, Primary, Secondary I and II



## 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  
Account No.: 1044015 00  
IBAN: DE 28 3004 0000 0104 401 500  
BIC: COBADE FF XXX / SWIFT: COBADE DD XXX

- b) Parents of Ethiopian students (without non-Ethiopian citizenship) will be invoiced for school fees in ETB (according to the conversion rate of the German Embassy on the day of invoicing) and can pay the fees into the following account:

Dashen Bank:  
German Embassy School, Balderas Branch  
Account No.: 0089 1493 410 11  
SWIFT: DASHET AA XXX

## 2. Payment period and payment obligations

- a) The school year officially begins on August 1, regardless of the vacation calendar.  
b) New enrollments during the school year may be billed on a pro-rated monthly basis for tuition.

### 2.1. Full-payers

- a) Children whose parents are reimbursed at least 50% of the school fees by their employer are considered full-payers  
b) 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.  
c) Textbooks and IB fees will be charged separately. The respective payment deadlines can be found in the invoice(s).  
d) The fees are due within 2 months after receipt of the invoice, latest on September 01. In the event of non-payment within the above-mentioned period, point 5 of the public fee schedule shall apply.  
e) Full-payers are obliged to pay the school fees in EUR to the German bank account.

### 2.2. Self-payers

- a) Self-pay children are those whose parents are reimbursed less than 50% of tuition by their employer.  
b) The school fees are invoiced semi-annually one month before the official start of school or before the start of the 2nd semester, i.e. on 01 July and 01 January respectively.  
c) Enrollment fees are billed annually with the tuition bill.  
d) The fees are to be paid within 14 days after receipt of the invoice, at the latest on July 15, for the 1st school semester and on January 15, for the 2nd school semester.  
e) In the event of non-payment within the above-mentioned period, point 5 of the fee schedule shall apply.

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### 3. 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 other services are billed separately on a semi-annual basis.
- c) For children who are not picked up from afternoon care by 5:30 p.m. at the latest, 18€ per hour or part thereof will be charged via the administration (monthly billing). After the child has been handed over to the legal guardian(s), the school is no longer responsible for supervision and there is no insurance/liability protection.

### 4. 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.
- c) **For full payers:** after the first reminder has been sent, another reminder will be sent after 3 weeks, stating that in case of non-payment the embassy or the employer will be informed. This actually takes place 7 days after sending the second reminder (i.e. 12 weeks after the first invoice was issued), provided there has been no response.
- d) **For self-payers:** If no payment or other response is received after 14 days, a second (and final) reminder will be sent, stating that if another 7 days pass without a response, the child will be excluded from further school attendance.

### 5. Deregistration

Deregistration is possible at the end of each semester. There is no entitlement to a refund of amounts already invoiced.

### 6. Employee fees

- a) DBSAA employees with a fixed contract and a contract term of at least one year shall pay 5% of their respective annual basic salary each year for the care and/or schooling of their children, regardless of their number. If both parents are employed by DBSAA, the annual basic salary of the parent with the higher annual earnings will be used for the 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. If the partner of an employee has an employer who pays at least 50% of the school fees for the employee's children, the full-paying rate will be charged for these children. If the parents still have a contribution, this will be refunded to the employees after the invoice has been paid in full. These employees will be charged employee fees (max. 5% of the basic annual salary) analogous to §6a) until the sum of employee fees and employer subsidy covers a maximum of 100% of the full-paying fees. If no personal contribution is incurred, no employee fees will be charged.

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