



German Embassy School, Addis Ababa
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Fee schedule for DBSAA kindergarten and school attendance valid from the 2024/2025 school year

Decided by the School Board on February 15, 2024.

Communicated to all parents on February 16, 2024.

Preamble

The German Embassy School Addis Ababa (DBSAA) is governed by the "German School Association in Ethiopia" and is subsidized directly and indirectly by the Government of Germany. According to the statutes of the school association, its Board of Directors (the School Board) is responsible for the economic viability of the school and decides on the fee schedule.

In order to take accommodate children from different target groups of the school, different fees and payment conditions apply to full-payers and self-payers (see §1 and §2).

Full payer fees				
(School fees subsidized by parents' employers by at least 80%, according to §2)				
	1st child	2nd child	3rd child	4th child
Administrative fee	1,500 €			
Toddlers' group	9,725 €	9,725 €	9,725 €	9,725 €
Kindergarten*	7,495 €	7,120 €	6,745 €	6,370 €
Preschool*	8,880 €	8,440 €	7,995 €	7,550 €
Primary School*	16,335 €	15,520 €	14,705 €	13,885 €
Secondary School I (Grade 5-10)*	18,380 €	17,465 €	16,545 €	15,625 €
Secondary School II (Grade 11-12)**	19,450 €	18,475 €	17,505 €	16,530 €
Self payer fees				
(School fees subsidized by the parents' employers up to a maximum of 80%, according to §2)				
	1st child	2nd child	3rd child	4th child
Administrative fee	750 €			
Toddlers' group	8,585 €	8,585 €	8,585 €	8,585 €
Kindergarten*	6,090 €	5,785 €	5,480 €	5,175 €
Preschool*	6,930 €	6,585 €	6,235 €	5,890 €
Primary School*	7,280 €	6,915 €	6,555 €	6,190 €
Secondary School I (Grade 5-10)*	7,890 €	7,495 €	7,100 €	6,705 €
Secondary School II (Grade 11-12)**	8,235 €	7,825 €	7,410 €	7,000 €

* including afternoon care (NAMI)

** excluding IBO (International Baccalaureate Organization) examination fees

§1 Fee amount and general payment conditions

- a) The school fees are made up of the administrative fees and the school or childcare fees, which depend on the school or kindergarten level. The fees per school year can be found in the tables above.
- b) The administration fee covers the school's administrative costs per child. It is invoiced annually and must be paid in full, even in the cases of registration or deregistration during the school year.
- c) The school year begins annually on August 1, the second semester on February 1, regardless of the vacation calendar.
- d) All fees for children with non-Ethiopian nationality must be paid by bank transfer to the following EUR account:
Bank: Commerzbank Düsseldorf
Account holder: German School Association in Ethiopia
BANK CODE: 300 400 00
Account no.: 104401500
IBAN: DE 28 3004 0000 0104 401 500
- e) All fees for children with Ethiopian nationality will be invoiced in Ethiopian currency (ETB) according to the current exchange rate and must be paid by bank transfer to the following ETB account:
Dashen Bank
German Embassy School, Balderas Branch
Account No.: 0089 1493 410 11
SWIFT: DASHET AA XXX
- f) Proof of payment must be submitted to the administration immediately (rechnung@dbsaa.de). Payers must ensure that invoice amounts are received in full in the respective accounts. Any transaction costs incurred must be covered by the payers.
- g) Invoices and reminders will be sent to the email addresses provided when registering the children and are thus deemed received. The administration must be informed at info@dbsaa.de of any changes of contact details.

§2 Special payment terms

2.1. Full payer status

- a) Children whose school fees for a given school year could be subsidized by at least 80% by their parents' or legal guardians' employers are considered full payers.
- b) The school fees and the administration fee are invoiced annually. In exceptional cases (e.g. planned relocation during the school year), semi-annual invoicing is possible upon request.
- c) Unless otherwise stated in the invoice, the fees must be paid by July 31. If payment is not received in full by the due date, interest on outstanding amounts will be charged in accordance with §4.
- d) If fees cannot be paid before the deadline due to late advance or reimbursement of fees by the employer, the school administration must be notified by email (rechnung@dbsaa.de) before the payment deadline. Otherwise interest on overdue payments will be charged in accordance with §4.
- e) Full payers joining during the school year will be charged full-year fees unless proof is submitted that the costs for the months prior to the child joining the school are not subsidized by parents' employers.
- f) Irrespective of the nationality of the child, full-payer fees are to be paid by bank transfer to the EUR account of the school association (see §1 c)).

2.2. Self payer status

- a) Children whose school fees for a given school year are not subsidized by at least 80% by their parents' or legal guardians' employers are considered self-payers. This also applies to parents who are self-employed. Application forms for the self-payer status are available from the secretary's office must be submitted by May 1.

- b) The self-payer status is valid for three years as long as the requirements are met. If the self-payer status is not granted or has not been applied for by May 1, full-payer fees will be charged for the following school year.
- c) School fees are invoiced per semester and in advance. Unless otherwise stated on the invoice, the fees must be paid by July 15 for the first half of the school year and by January 15 for the second half of the school year. If payment is not received in full by the due date, interest on outstanding amounts will be charged in accordance with §4.
- d) For new registrations during an ongoing school year, the school fees can be invoiced monthly on a pro rata basis upon request.
- e) In cases of demonstrable hardship, applications for deferment of payment may be submitted to the secretariat. The school board decides on such applications.
- f) Applications for deferment of payment must be submitted by June 20 or December 20 for the following school (half) year. Payment deferral applications cannot be submitted retroactively.

§3 Other fees

- a) In Secondary School II (Grade 11-12), the examination fees charged by the IBO (International Baccalaureate Organization) must be paid in addition.
- b) Other expenses, for example for school materials or the school bus, may also be invoiced by the school during the year.
- c) For children who are not picked up from afternoon care on time, i.e. by 5:30 p.m. at the latest, the administration will charge €18 per hour or part thereof (monthly billing).

§4 Outstanding amounts

- a) If the invoice has not been paid within ten calendar days of the first payment deadline specified in the invoice, a reminder will be sent. This reminder will specify a second payment deadline, which will be ten calendar days after the first payment deadline.
- b) Late payment interest: If the invoice amount has not been paid by the second payment deadline, late payment interest will be charged in accordance with the German Civil Code (BGB). The interest rate can be found in the first reminder and is applied to the outstanding amount to the exact day from the day of the second payment deadline until the day of receipt of payment.
- c) Exclusion: The second reminder contains a note that after the second payment deadline has expired by a further ten calendar days, the child will be excluded from further kindergarten or school attendance until the invoice amount has been paid in full.
- d) In principle, school fees must be paid in full at the beginning of each school year and school semester. If this is not the case, the child will not be able to attend kindergarten or school.

§5 Deregistrations and temporary deregistrations

- a) Deregistrations are possible at the end of the first semester or the end of the school year and must be made in writing (info@dbsaa.de). Deregistrations must be received before the due date of an invoice so that it can be withdrawn.
- b) Full payers deregistering during the school year will be charged full-year fees unless proof is submitted that the costs for the months after the child leaving the school are not subsidized by parents' employers.
- c) Temporary deregistrations (with re-entry) are possible if a child will be absent for at least 50% (continuously) of any semester. In this case, a 30% reduction in the invoice can be applied for before the due date of the invoice for that semester.

§6 Fees for children of DBSAA employees

- a) DBSAA employees with a fixed contract of at least 50% full-time equivalent and a contract term of at least one year pay 5% of their basic annual salary for the care and/or schooling of one child at the DBSAA and an additional 1% for each additional child. If both parents are employed at the DBSAA, the annual basic salary of the parent with the higher annual earnings is used for the calculation.
- b) DBSAA employees with an hourly contract and a weekly working time of at least 80% of a full-time equivalent pay 20% of the applicable full-payment fees per child for the care and/or schooling of their children at the DBSAA.
- c) DBSAA employees with an hourly contract and a weekly working time of at least 50% of a full-time equivalent pay 40% of the applicable full-payer fees per child for the care and/or schooling of their children at the DBSAA.
- d) Provisions from §7 a)-c) apply to all employment and hourly contracts concluded after the passing of this fee schedule.
- e) The school fees incurred in accordance with §6 as well as all other fees charged by the school (e.g. for school materials) shall be deducted from the salary payments to the employees. DBSAA employees pay the fees for their children in the currency in which they are largely remunerated. In the event of outstanding fees, the employer reserves the right to withhold remuneration until the fees have been covered in full.
- f) If the partner of a DBSAA employee is employed by an employer who subsidizes at least 80% of the school fees, the full-payer rate will be charged for their children. If this leaves the parents with a portion of the fees to pay from their pocket personal contribution, this will be reimbursed to the employee once the invoice has been paid in full. Employee fees due will be withheld according to §6 a).