

Fee schedule for kindergarten and school attendance at DBSAA from the 2026/2027 school year

Decided by the School Board on February 28, 2026.
Communicated to all parents on March 26, 2026.

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 Federal Republic of Germany. In accordance with the Articles of Association, the elected School Board is responsible for ensuring the economic viability of the school and holds the authority to determine the Fee Schedule.

To account for the specific circumstances of the school's various target groups, different fees and payment terms apply to full-payers and self-payers (see §1 and §2).

Full payer fees				
(School fees subsidized by parents' employers by at least 75%, according to §2)				
	1st child	2nd child	3rd child	4th child
Administrative fee	1.500 €			
Toddlers' group*	9.800 €	9.800 €	9.800 €	9.800 €
Kindergarten*	8.016 €	7.616 €	7.215 €	6.814 €
Preschool*	9.497 €	9.023 €	8.548 €	8.073 €
Primary School*	17.471 €	16.597 €	15.724 €	14.850 €
Secondary School I (Gr. 5-10)*	19.658 €	18.675 €	17.692 €	16.709 €
Secondary School II (Gr. 11-12)**	20.803 €	19.762 €	18.723 €	17.682 €

Self payer fees				
(School fees subsidized by the parents' employers up to a maximum of 75%, according to §2)				
	1st child	2nd child	3rd child	4th child
Administrative fee	750 €			
Toddlers' group*	8.400 €	8.400 €	8.400 €	8.400 €
Kindergarten*	6.514 €	6.188 €	5.862 €	5.536 €
Preschool*	7.412 €	7.041 €	6.671 €	6.300 €
Primary School*	7.786 €	7.397 €	7.008 €	6.618 €
Secondary School I (Gr. 5-10)*	8.439 €	8.017 €	7.595 €	7.173 €
Secondary School II (Gr. 11-12)**	8.808 €	8.367 €	7.927 €	7.487 €

* Including afternoon care (NAMI up to 6th grade)

** Exclusive IBO (International Baccalaureate Organization) examination fees

§1 Fee Amounts and General Terms of Payment

- a) School fees consist of administrative fees and tuition or childcare costs, depending on the school or kindergarten level. The specific fees per school year are set forth in the tables above.
- b) The administrative fee covers the school's administrative expenses per child. It is invoiced annually and must be paid in full in all cases, including registration or de-registration during the course of a school year.
- c) The school year commences annually on August 1st, and the second semester begins on February 1st of a calendar year, regardless of the holiday calendar.
- d) All fees for children with non-Ethiopian nationality must be paid via bank transfer to the following EUR account:

Bank:	Commerzbank Düsseldorf
Account Holder:	Deutscher Schulverein in Äthiopien
Bank Code (BLZ):	300 400 00
Account No.:	104401500
IBAN:	DE 28 3004 0000 0104 4015 00
Swift:	COBADE DD XXX

- e) All fees for children with Ethiopian nationality shall be invoiced in Ethiopian currency (ETB) based on the current EUR-ETB exchange rate of the German Embassy and must be paid by bank transfer to the following ETB account:

Bank:	Dashen Bank Branch
Account Holder:	German Embassy School
Branch:	Balderas
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 full invoice amounts are received by the respective accounts. Any bank transfer fees incurred are to be considered and borne by the payer.
- g) Invoices and payment reminders will be sent to the email addresses provided during the children's registration and shall be deemed delivered to the recipients. Any change to the email address must be reported to the administration at info@dbsaa.de.

§2 Special Payment Terms

2.1. Full payer tariff

- a) Children qualify for the "Full Payer Tariff" if at least 75% of their school fees for a school year could be subsidized by their parents' or legal guardians' employers.
- b) Tuition and administrative fees are invoiced annually. In exceptional cases (e.g., planned departure during the current school year), semi-annual invoicing is possible upon request.
- c) Unless otherwise stated in the invoice, fees must be paid by July 31st at the latest. In the event of non-payment within the payment period, default interest shall accrue pursuant §4.

- d) The payment obligation remains in effect regardless of any reimbursement by the employer. In justified exceptional cases, if there is verifiable evidence of a delay in the employer's payment, an individual deferral may be arranged by contacting rechnung@dbsaa.de before the deadline expires. Without such an agreement, late payment interest will apply in accordance with §4.
- e) Full payers will be charged the full annual fees upon registration during the year, unless they can provide proof that the fees for the months prior to the child's admission to school are not subsidized.
- f) Regardless of the child's nationality, the fees for the full payer tariff must generally be paid by transfer to the school association's EUR account (see §1 d).

2.2. Self payer tariff

- a) Children qualify for the "Self-Payer Tariff" if it can be proven that their school fees are not subsidized by at least 75% by their parents' or legal guardians' employers. This also applies to self-employed parents. Application forms for the Self-Payer tariff are available at the secretary's office.
- b) The Self-Payer tariff is valid for three years, provided the requirements continue to be met. If Self-Payer status is not established or not applied for by May 1st, Full Payer fees will be invoiced for the following school year.
- c) Tuition fees are invoiced semi-annually and in advance. Unless otherwise stated in the invoice, fees are to be paid by July 15th for the first semester and by January 15th for the second semester. In the event of non-payment within the deadline, §4 of the Fee schedule shall apply.
- d) For new registrations during a school year, tuition fees may be invoiced on a pro-rata monthly basis upon request.
- e) In demonstrably justified cases of hardship, applications for deferral of payment may be submitted to the secretary's office. The School Board decides on such applications. Applications for deferral must be submitted by June 20th or December 20th for the following school (half) year. Deferral applications cannot be made 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 additionally.
- b) Expenses for school supplies and textbooks will be billed along with the school invoice for the first semester. Any difference will be calculated at the end of the school year and either credited or refunded as appropriate. A breakdown of the costs incurred is available upon request via email.
- c) For children who are not picked up from afternoon care on time by 5:00 PM at the latest, a fee of €18 per started hour will be invoiced by the administration starting from 5:30 PM (monthly billing).

§4 Outstanding Balancers

- a) If the invoice is not settled within ten calendar days after the expiration of the first payment deadline stated in the invoice, a payment reminder will be sent. This reminder will specify a second payment deadline, ten calendar days after the first.

Furthermore, for each reminder regarding a late ETB payment, the current EUR-ETB exchange rate may be applied.

- b) Default Interest: If the invoice amount has not been received in the respective school account by the date of the second payment deadline, the payers are in default, and default interest shall accrue in accordance with the German Civil Code (BGB).
- c) Exclusion: The second payment reminder will include a notice that if the second payment deadline is exceeded by a further ten calendar days, the child will be excluded from further kindergarten or school attendance until the invoice amount is paid in full. For Full Payers, the German Embassy (or the respective embassy for other nationalities) and the employer will also be notified.

§5 De-registrations, Suspensions, and Exceptions

- a) De-registrations are possible at the end of each semester and must be made in writing (info@dbsaa.de). De-registrations must be received before an invoice's due date so that it can be withdrawn.
- b) Full Payers will be charged the full annual fee upon de-registration during the year, unless it is proven that the fees for the months following the child's departure are not subsidized.
- c) Temporary de-registrations (suspensions) with re-entry are possible if absences of at least 50% (consecutive) of a semester are planned. In this case, an invoice reduced by 30% can be requested prior the due date of the invoice for that semester.
- d) The sequence of siblings is determined by the age of the children. Exception: If an older child is only registered temporarily (less than one school year), the fee scale of the younger children already registered remains unaffected to maintain billing consistency.

§6 Fees for Children of DBSAA Staff and Fee-Based Contractual Staff

- a) DBSAA employees with a permanent contract of at least 50% of a Full-Time Equivalent (FTE) and a contract duration of at least one year shall pay 5% of their annual basic salary for the childcare and/or schooling of one child at DBSAA annually, plus an additional 1% for each further child. If both parents are employed at DBSAA, the annual basic salary of the parent with the higher annual earnings is used for the calculation.
- b) DBSAA fee-based contractual staff with a weekly working time of at least 80% FTE shall pay 20% of the applicable Full Payer fees per child for the childcare and/or schooling at DBSAA.
- c) DBSAA fee-based contractual staff with a weekly working time of at least 50% FTE shall pay 40% of the applicable Full Payer fees per child for the childcare and/or schooling of one child at DBSAA.
- d) The school fees incurred according to §6, as well as all other fees invoiced by the school (e.g., for school materials), shall be withheld from the salary payments made to the employees.
- e) DBSAA fee-based contractual staff shall pay the fees for their children in the currency in which they are predominantly remunerated for their work. In the case of outstanding fees, the employer reserves the right to withhold remuneration until the fees are settled in full.

- f) If the partner of a DBSAA employee is employed by an employer that provides a subsidy for school fees, the Full Payer tariff shall be charged for these children. This subsidy must be provided either directly or indirectly. If a personal contribution remains by the parents, this amount shall be withheld from the employee analogously to §6 a).
- g) Protection of Existing Terms: Regulations from §6 a)-f) apply to all employment and fee-based contractual contracts concluded or extended after the adoption of these Fee Schedule.

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