

TUITION FEE AND PAYMENTS FOR EDUCATION SERVICES IN 2019/2020 SCHOOL YEAR

1. Tuition fee

The academic year consists of 175 school days in the period from September to June. The annual fee consists of the study place fee and monthly fee:

The study place fee ensures a study place in the class for the student.

The monthly fee includes the expenses related to providing the education services and the school events and trips, the costs of which have been included in the annual budget of the school.

The annual fee of school for the academic year of 2019/2020 is 6975 euros, which includes the study place fee of 1,395 euros and monthly payments 620 euros per month.

The annual fee of preschool in 2019/2020 is 5475 euros, which includes the study place fee of 930 euros and monthly payments 505 euros per month.

The tuition fee is exclusive of the fees for participation in the extra-curricular activities aftercare, participation in events and trips that are not included in the school's annual budget, and the cost of the students' personal supplies.

Any employee of the school who collects money from the parents for activities or supplies, the cost of which is not included in the tuition fee, must keep transparent records of the respective income and expenditure and retain all respective evidence until the end of the academic year.

The catering fee covers the cost of school lunches for 175 school days (3 euros per day) and amounts to $175 \times 3 = 525$ euros which is proportionally divided into monthly fees: in the period from September to May a monthly fee of $20 \times 3 = 60$ euros, except in December, when the fee is $15 \times 3 = 45$ euros.

2. The tuition fee payment procedure

Invoices for payment of the tuition fee will be issued based on the tuition contract and the procedure of payment laid down in the contract. The invoice for the study place fee will be issued within 5 days after signature of the contract by the school, and the invoices for the fees of the following months on the first working day of the month for which the fee is due. In the event of payment for the entire year in one installment, International School of Tallinn (IST) will issue the invoice for the entire annual fee within 5 days after signature of the contract. The payment date will be specified on the invoice. Failure to pay the invoice by the specified date will result in claiming a fee for late payment (0.02% per year). Invoices will be paid by transfer to the bank account of International School of Tallinn.

In case of a student joining the school when the academic year has already begun, the amount of the tuition fee due will be calculated proportionally based on the number of remaining study months and study days in the study period.

Example: If the student joins in January, the monthly fee will be calculated for 5 months ($5 \times 620 = 3,100$ euros) and the study place fee proportionally based on the number of remaining study days (102 study days form 58.3% of the 175 study days, i.e., the amount of the study place fee will be 813 euros).

3. The types of tuition fee discounts

3.1. Prepayment discount

In case of payment of the entire amount of the annual tuition fee in one installment, the prepayment discount of 5 percent (5%) of the amount of the annual tuition fee will apply. In 2019/2020, the annual fee would amount to 6626 euros in this case. The family must express their interest in receiving the prepayment discount and preparedness to pay the entire amount in one installment upon entry into the tuition contract. The prepayment discount will be applicable if the entire amount is paid within 10 days after signature of the contract by the school.

3.2. Family discount

The family discount is applicable to the families and households with at least two members studying at IST. A family is formed by persons who are related as spouses or as a parent and child. A household consists of people residing at the same address who are connected by sharing the same household and raising a child together.

The family discount is applied to all children studying at IST who are included in the same family or household. The amount of the family discount will be calculated based on the entire annual fee, including the study place fee and the monthly fee.

Number of students	Discount percentage	Annual fee
2 students	10%	6,278 euros per student
3 students	20%	5,580 euros per student
At least 4 students	30%	4,883 euros per student

3.3. Discount due to economic reasons (needs-based discount)

If the amount of the tuition fee forms an exceptionally unproportioned share in calculation of the family's incomes, and it is likely that the family may face difficulties in covering their other expenses after payment of the tuition fee, the school may reduce the amount of the tuition fee by up to 50 percent (50%) of the amount of the tuition fee or extend the due date based on a separately agreed payment schedule.

A family that intends to apply for a tuition-fee discount due to economic reasons must be prepared to submit to the management board of IST:

- An application for the discount.
- Evidence and excerpts that describe the financial situation of the family/household.

The management board of IST can exceptionally apply a discount due to economic reasons if it is proven that the family is unable to pay the tuition fee in the entire amount or by the due date.

3.4. Discount for the children of the employees of IST

Employees may apply for an employee discount. IST management board will decide the amount of the discount.

4. Overdue payments

If the monthly payment has not been paid by the date of issuing the invoice for the next monthly payment, an overdue notice will be issued to the parent. If the tuition fee has not been paid for 2 months (after the due date), the director will issue a warning.

If the tuition fee has not been paid for 3 months (after the due date), the school may terminate the schooling contract with the family and contact a collection agency for collection of the debt.

If the family needs an extension for payment of the overdue tuition fee, the family and the director will agree upon and sign a respective payment schedule. The school expects the parents to express their initiative for, and interest in, finding a solution for elimination of the debt.

5. General provisions

International School of Tallinn has the right, not the obligation, to reduce the amount of the tuition fee. International School of Tallinn applies the principle of equal treatment but will take into consideration constrained budgets and other subjective or objective circumstances.

International School of Tallinn is not bound to any previous decisions made in favor of families with the same or similar number of children or families with the same or similar incomes. The circumstances of each case are considered separately.
