

## TUITION FEE AND PAYMENTS FOR EDUCATION SERVICES

### 1. Tuition fee

The academic year consists of **175** school days in the period from September to June.

In the 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.

The annual fee consists of the study place fee (initial payment) and monthly fee:

The **study place fee** (initial payment) 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.

In addition, we kindly advise you to make a **one-time payment** for the whole year if possible.

The annual fee of **preschool** in 2023/2024 for a full year is **7500** euros, which includes the study place fee of 1560 euros and monthly payments 660 euros per month.

The annual fee of school in **PYP (Grades 1-5)** in 2023/2024 for a full year is **9000** euros, which includes the study place fee of 1800 euros and monthly payments 800 euros per month.

The annual fee of school in **MYP (Grades 6-10)** in 2023/2024 for a full year is **9500** euros, which includes the study place fee of 1940 euros and monthly payments 840 euros per month.

The annual fee of school in **DP (Grades 11-12)** in 2023/2024 for a full year is **9700** euros, which includes the study place fee of 1960 euros and monthly payments 860 euros per month.

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

**Aftercare** price in 2023/2024 is **150** euros per month, half-time **100** euros per month and part-time **75** euros per month.

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.

## 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 month). Invoices will be paid by transfer to the bank account of International School of Tallinn.

## 3. The types of tuition fee discounts

To **ALL** families:

### 3.1. Family discount

The family discount is applicable to 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.

The discount is valid until all / both related children are studying at International School of Tallinn.

Number of students	Discount percentage	Annual fee in the <b>Preschool</b>	Annual fee in the <b>PYP</b>	Annual fee in the <b>MYP</b>	Annual fee in the <b>DP</b>
<b>2</b> students	10%	6750 euros per student	8100 euros per student	8550 euros per student	8730 euros per student
<b>3</b> students	15%	6375 euros per student	7650 euros per student	8075 euros per student	8245 euros per student
At least <b>4</b> students	20%	6000 euros per student	7200 euros per student	7600 euros per student	7760 euros per student

### 3.2. 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 25 percent (25%)** of the amount of the annual tuition fee (in total, together with all other types of discount) 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 summary bank statement(s) for last 6 months;
  - The income declaration(s) of the previous year;
  - The confirmation from the present employer which shows the salary the family gets monthly;
  - Information about other sources of income (rent, subsidies, dividends etc.).
  - Short overview of the reasons for issuing the needs-based discount and the discount the family would like to ask for or the amount of money the family is ready to pay at the moment.

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.

To **CURRENT** families:

### 3.3. Loyalty discount for IST families

The International School of Tallinn has the right, not the obligation, to offer up to **5%** loyalty discount on tuition fees to families whose children are already studying at IST. The loyalty discount is considered each year according to the school's budgetary possibilities.

If a family joined in the second half of a school year (since January), a **3%** discount for loyalty will be offered. Joining during 30 days of the school year will not provide eligibility for the loyalty discount of the next school year.

To **NEW** families:

### 3.4. Discount for the children of the employees of Ülemiste City District

Ülemiste City District employees can apply for a **5%** discount on tuition fees of their children at IST. In order to apply for the discount, the parent must be prepared to present the confirmation of the employment in Ülemiste City District proven by the employer. From the second school year at the IST, the Ülemiste City District discount will turn into the loyalty discount for a **5%**.

### 3.5. Prepayment discount

In case of payment of the entire amount of the annual tuition fee in one installment, the prepayment discount of 3 percent (**3%**) of the amount of the annual tuition fee will apply. 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.

To **SPECIFIED** families:

### 3.6. 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.

### 3.7. Discount for the children of Mainor University (EUAS) students and employees

Mainor university (EUAS) students can apply for a **10%** discount on tuition fees of their children at IST. In order to apply for the discount, the parent must be prepared to present the confirmation letter from Mainor University. From the second school year at the IST, the Ülemiste City District discount for a **10%** will also include the loyalty discount rate.

## 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**

5.1. 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.

5.2. 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.

5.3. International School of Tallinn has the right, not the obligation, to reduce or cancel the discounts in case if a student and/or parents/guardians does not follow or has violated the contract (e.g. payment due dates), school rules (e.g. dress code) or other policies (e.g. communication policy, including code of conduct etc.) or if the behavior and/or academic results of the student are unsatisfactory.