

IST Tuition and Fees Policy (2026-2027 academic year)

1. Purpose and basis

1.1. The policy establishes the principles for the determination, invoicing, payment, and administration of tuition and other applicable fees at the IST. The policy ensures transparency, fairness, financial sustainability, and compliance with applicable laws and IB standards.

1.2. Tuition Fees, other fees and applicable discounts are reviewed and approved annually by the Management Board of Tallinn International School OÜ.

2. Scope

The Tuition and Fees Policy apply to:

- Students enrolled in any IB programme offered by the school;
- Parents or legal guardians responsible for payments;
- All tuition and non-tuition fees charged by the School.

3. Definitions

Tuition Fees – Annual fees charged for the provision of academic instruction within an IB programme.

Additional Fees – Fees charged for supplies, services or other activities not included in Tuition Fees.

Optional Fees – Fees related to services or activities that require an individual choice.

Fee Schedule – The annually approved terms setting out the applicable Tuition Fees and other fees, including payment structure, instalment options, and due dates.

Parent – The person(s) legally responsible for payment under the Enrollment Agreement.

4. Tuition Fees

4.1. Tuition is charged annually for each academic year, which consists of 175 school days.

4.2. Tuition Fees cover:

- Academic instruction;
- Access to commonly shared educational resources and learning management system;
- Participation in compulsory school activities;
- Standard assessment and reporting processes;
- Common/ general administration and student support services.

4.3. Tuition fees and their installments at the full annual rate for the 2026–2027 school year:

IB Programme	Full tuition (annual)	Initial payment * (1/5 of annual tuition)	Monthly payments	Duration and number of monthly payments
Early PYP (preschool)	9 550 euros	1 550 euros	800 euros	Sept- June (10 months)
PYP (Grades 1-5)	11 715 euros	2 346 euros	1041 euros	Sept-May (9 months)
MYP (Grades 6-10)	12 460 euros	2 488 euros	1108 euros	
DP (Grades 11-12)	12 885 euros	2 580 euros	1145 euros	

* If a Parent has paid the **reservation fee (500 euros)** to secure a place for the next academic year, this sum will be deducted from the amount of the initial payment.

4.4. 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 days in the ongoing academic year.

4.5. In the case of a student leaving school in the middle of the academic year, the amount of the tuition fee due will be corrected proportionally based on the actual number of study days spent at school during the academic year.

4.5.1. This principle applies provided that the Parent has notified the school of termination of the Enrollment Agreement at least 45 (forty-five) days in advance, as required by the Agreement.

4.5.2. If the Parent fails to comply with the required notice period, tuition will continue to accrue for an additional 45 (forty-five) days from the date the notice of termination is received, and an invoice will be issued accordingly.

4.6. Tuition Fees do not include:

- Optional services based on individual choice (e.g., school meals, extracurricular clubs, aftercare, etc.);
- Customized services that may be designated as mandatory for particular/ individual students for a specified period (e.g., ESL instruction, regular/ long-term counselling);
- External examination fees (where applicable, e.g., MYP e-Assessments, DP exams);
- Student uniform and personal student supplies (including schoolwide standardized supplies);
- Complementary activities to enrich learning: e.g., study visits, field trips, special events or projects (may include transportation costs, entrance fees/ tickets, accommodation, purchase of materials, etc.)
- Personal learning devices (unless explicitly stated).

5. Additional and Optional Fees (2026-2027 school year)

The IST charges Additional and Optional Fees, including but not limited to:

- School meals – compulsory opt-in or opt-out by parents required (via the registration link only), the prices are determined annually by the catering company and approved by the Director; (as of March 2026, the prices per day are currently: breakfast – **2.20€**, lunch – **5.85€**, afternoon snack – **2.60€**).
- Aftercare service fees (per month) – full-time: **225** euros, half-time: **180** euros or part-time (occasional): applying childcare fees (**10** EUR/h for the first two hours, **5** EUR/h from the third hour onwards).
- Personal student supplies – both the fees of supplies required and ordered by the School (the approximate range of prices is **25-50** euros depending on the student's grade level) and by the Parent (see the list of compulsory items at: <https://ist.ee/school-services/student-supplies/>); uniform items are purchased via the service provider directly.
- Exam fees – the price list specified annually by the IBO (the initial estimation: DP exam fees may range **125-150** euros per exam and MYP e-Assessments **75-100** euros per subject in 2026/2027 academic year - the IST may add minor administrative costs but not exceeding the range as described); slightly higher fees may apply for re-taking the exam.
- English language support – **180** euros per month; mandatory English Support Lessons (ESL) for students with conditional admission terms whose English proficiency level is below the required standard not meeting the entry level; the language support (at least 3 lessons per week) is offered until the required proficiency level has been achieved.
- Extra-curricular clubs – offered and invoiced directly by the third parties (both IST teachers and external instructors), see the price list: <https://ist.ee/school-services/after-school-activities/>

- Learning support fees – may be applied when the student support clearly requires significant extra resources on a regular basis for a long-term; alternatively, the Parent may hire a support person or take counselling sessions outside the school from external specialists.
- Fees for field trips, study visits, special events or projects – initiated either by the teachers, students or parents (not required by the School's management and explicitly specified in the curriculum) - to enrich learning experiences and provide variety; if someone opts out, the school either provides alternative learning and supervision or releases a student based on the Parent's prior consent.

6. Fee Schedule and Publication

6.1. Tuition and Fees are subject to annual revision, approved annually by the Management Board of Tallinn International School OÜ.

6.2. The revised Tuition and Fees Policy is published on the [School's website](#) and introduced directly to Parents via email group list.

6.3. The Tuition Fee payments schedule for the **current families** in the 2026/2027 academic year:

- The non-refundable reservation fee (500 euros) – due date: **1 April 2026**;
If not paid in time, the place is not secured, and vacancies are reserved for other applicants.
- The non-refundable initial payment (with deduction of reservation fee) – due date: **20 June 2026**;
- The monthly payments of tuition fees – due date: by the **20th date** of each month during September-May; except preschool (EYP) until June.

6.4. The initial payment schedule for the newly enrolled families follows the due dates as specified in the Enrolment Agreement. Monthly payments follow the regular schedule as current families.

6.5. Other regular fees (e.g., meals, aftercare, English support) – due date: the **20th date** of each month (for convenience of paying all invoices at once).

6.6. One-time payments/ non-regular fees (student supplies, school uniform, exam fees and external assessment fees) – due dates: specified on the invoice.

7. Invoicing and Payment Procedures

7.1. Tuition and other applicable fees are invoiced in accordance with the Enrolment Agreement and the Tuition and Fees Policy.

7.2. The invoices are issued on the first working day of each month for which payment is due.

7.3. Payment deadlines are indicated on each invoice.

7.4. Payments shall be made via the methods specified by the School.

7.5. Invoices will be paid by transfer to the bank account of Tallinn International School OÜ.

7.5. Invoices for newly enrolled families are issued within 5 (five) days after the Enrolment Agreement has been signed by both the School and the Parent.

7.6. If tuition is paid for a single annual installment, the school will issue an invoice for the full annual tuition within 5 (five) days after the Enrolment Agreement has been signed. The due date is specified on the invoice.

7.7. Any employee who collects payments from parents for activities or supplies not included in tuition or other regular fees must maintain transparent records of all payments received and expenditures incurred and retain all supporting documentation until the end of the academic year for accountability purposes.

8. Overdue payments

8.1 Overdue payments are subject to debt interest rates (**0.03%** per day) in accordance with applicable law.

8.2. 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 Parent will not respond to the overdue notice in writing and fees are still not paid, the school may apply various disciplinary measures:

8.2.1. The school reserves the right to withdraw all applicable discounts for the entire school year, except the sibling discount.

8.2.2. The school may suspend optional services and non-compulsory activities, subject to applicable legal limitations.

8.2.3. In case the debt exceeds 30 (thirty) days, the school may terminate the Enrolment Agreement in accordance with its terms and conditions.

8.2.4. Refusal of re-enrolment for the following academic year.

8.2.5. If payment remains overdue for more than 60 (sixty) days, the school reserves the right to refer the outstanding amount to a debt collection agency.

In such case, all reasonable costs and fees associated with debt collection shall be added to the outstanding amount and shall be payable by the Parent.

8.3. The disciplinary measures are necessary for the purpose of financial sustainability of the school and fair treatment of all families.

8.4. If the family needs an extension for payment of the overdue tuition fee, the Parent and the School may agree upon adjusted payment schedule. The school expects the parents to express their initiative for, and interest in, finding a solution for elimination of the debt.

8.5. In case of the Parent's financial hardship based on supporting evidence, the School may, at its discretion, offer adjusted payment plans, temporary extensions or needs-based discounts.

Requests must be submitted in writing and are assessed confidentially. The granting of such arrangements does not constitute a waiver of contractual obligations.

9. Withdrawal and Refunds

9.1. Withdrawal from the School must be submitted in writing in accordance with the Enrolment Agreement terms.

9.2. Refund eligibility depends on the timing of withdrawal and the Enrolment Agreement terms.

9.3. As a rule, both the reservation fee and initial payment are non-refundable.

9.4. The Director has discretion to grant exceptions regarding the extent of tuition fee refunds (including reservation fee and initial payment), taking into account the timing of the termination notice and the student's withdrawal, but even more importantly, the validity and supporting evidence of the reasons provided.

10. Amendments and discount policy

10.1. This Policy is governed by the laws applicable to the School's jurisdiction.

10.2. Tuition and Fees Policy amendments will be communicated via the school's official channels. Amendments shall not materially alter essential contractual terms without appropriate notice and shall not retroactively alter fees already invoiced.

10.3. The School has the right, but not the obligation, to grant tuition fee discounts or temporary payment adjustments in accordance with the Tuition and Fees Policy and decisions of the Management Board.

10.4. The School 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. The decisions are based on the principle of equal treatment but will take into consideration constrained budgets and other subjective or objective circumstances.

10.5. Any discount remains valid as long as the criteria and requirements related to their application are met.

10.6. Any discount does not constitute an amendment to the Enrolment Agreement but is a temporary financial benefit granted at the discretion of the Management Board and does not modify the essential terms of the Enrolment Agreement. The granting, modification, or termination of discounts does not require the signing of a separate amendment in the Enrolment Agreement. Such discounts are time-limited, conditional, and do not create any expectation of or entitlement to similar discounts in the future.

10.7. In the event that a family is eligible for multiple discounts, the aggregate amount of all applicable discounts shall not exceed 25% (twenty-five percent) of the annual tuition, except for IST employees (but only in cases where the Management Board deems it justified and necessary for the IST).

10.5. The School has the right to reduce or cancel or not to offer the discounts in case the Student or the Parent does not follow or has violated the Enrolment Agreement or school rules/ policies or if the behavior, attendance rate or academic results of the student are unsatisfactory.

10.8. The loyalty discount and the family discount do not require parents to submit supporting documents annually. As the School already has the relevant information necessary for their application, these discounts are applied automatically. This principle does not apply if the School has decided, with respect to a particular student, not to apply the loyalty discount partially or in full for the following academic year in accordance with the terms of the school policy, and the family has been notified in advance of the non-application of the discount together with the relevant justification.

10.9. Parents must submit supporting documents no later than **30** (thirty) days before the due date of the Initial Payment in order for the following tuition discounts to be applied:

- Ülemiste City discount
- EUAS discount
- Needs-based discount.

For newly joining families, it is sufficient that the supporting documents are submitted before the Initial Payment invoice is issued.

10.10. If the Parent fails to submit the required documents by the specified deadline, the respective tuition discounts will not be applied. In the case of a late application, the discount will be applied to the remaining monthly instalments of the payment schedule starting from the next month following the submission of the supporting documentation.

10.11. **Annex 1** to this Policy provides more detailed information on discounts and constitutes an integral part of the Tuition and Fees Policy.

ANNEX 1: Tuition fee discounts

The types of tuition fee discounts

Applicable to **ALL** families:

1. Family discount

1.1. The family discount applies to families or households with at least two siblings enrolled at IST.

1.2. A family consists of persons related as spouses or as parent and child. A household consists of persons residing at the same address who share a common household and are jointly raising a child.

1.3. The family discount applies to all children enrolled at IST who belong to the same family or household. The amount of the family discount is calculated based on the full annual tuition, including the initial payment and the monthly tuition installments.

1.4. The family discount is applied as follows:

- 10% for 2 siblings
- 15% for 3 siblings
- 20% for 4 or more siblings

1.5. The family discount rate remains valid as long as the number of siblings enrolled at IST remains unchanged. If the number of enrolled siblings changes, the family discount rate will be adjusted accordingly with immediate effect.

2. Needs-Based Tuition Discount

2.1. If tuition represents an exceptionally disproportionate share of the family's income and it is reasonably foreseeable that the family will experience financial hardship in meeting other essential expenses after payment of tuition, the School may reduce the annual tuition by up to **25%** (twenty-five percent) of the full annual tuition (inclusive of all other discounts) or may extend the payment deadline based on a separately agreed payment schedule.

2.2. A family intending to apply for a needs-based tuition discount must submit the following documentation to the Management Board of Tallinn International School OÜ:

- A written application for the discount;
- Documentation evidencing the financial situation of the household (both Parents), including:
 - Bank account statements for the previous 6 (six) months;
 - Income tax declaration(s) for the previous year;
 - Confirmation from the current employer indicating the monthly salary;
 - Information regarding other sources of income (e.g., rental income, subsidies, dividends, etc.).
 - A brief explanation of the circumstances justifying the request and the amount of discount requested or the amount the family is currently able to pay.

2.3. The Management Board may, on an exceptional basis, grant a needs-based tuition discount if it is demonstrated that the family is unable to pay the full tuition amount by the applicable due date.

Applicable to **CURRENTLY ENROLLED** families:

3. Loyalty discount

3.1. The School reserves the right, but is not obligated, to grant a loyalty discount of up to 5% (five percent) of annual tuition to families whose children have been enrolled at IST for at least one full academic year. The loyalty discount is reviewed annually and granted at the discretion of the School, subject to the School's budgetary capacity.

3.2. If a new family enrolls during the first half of the current school year (on or before 31 December), a 3% (three percent) loyalty discount will apply for the following school year.

Enrolment during the second half of the school year (from January 1) does not qualify the family yet for a loyalty discount for the following school year.

3.3. The granting of a loyalty discount is primarily dependent on compliance with the School's rules and the terms of the Enrolment Agreement, as well as the student's conduct, attendance rate, and satisfactory academic performance. Any non-compliance may result in the withdrawal or suspension of the loyalty discount at the School's discretion.

3.4. The granting of a loyalty discount does not create an entitlement to receive such discount in future academic years.

Applicable to **ELIGIBLE** families only:

4. Ülemiste City discount

4.1. Employees of companies located in the Ülemiste City district may apply for a **10%** (ten percent) tuition discount for their children enrolled at IST.

To qualify for the discount, the parent must provide confirmation of employment in the Ülemiste City district issued by the employer or evidence of doing business predominantly in Ülemiste City.

4.2. From the second academic year at IST, the Ülemiste City District discount shall remain 10% (ten percent), inclusive of the School's loyalty discount of up to 5% (five percent).

5. Mainor University (EUAS) discount

5.1. Employees and students of Mainor University (EUAS) may apply for a **10%** (ten percent) tuition discount for their children enrolled at IST.

5.2. To qualify for the discount, the parent must provide a confirmation letter issued by Mainor University verifying employment or student status.

5.3. From the second academic year at IST, the Mainor University (EUAS) discount shall remain 10% (ten percent), inclusive of the School's loyalty discount.

6. IST Employment discount

6.1. Employees of IST may apply for a tuition discount for their children enrolled at IST.

6.2. The amount of the employee discount shall be determined by the Management Board of Tallinn International School OÜ.