



Schedule of Fees
of the German International School Riyadh (DISR)
Primary school, Secondary school and kindergarten

1. General Conditions

1.1 DISR academic year

The academic year of the DISR is divided into two semesters. The first semester starts with the first day of school after the summer holidays and ends when the half-year school reports are issued.

The second semester starts directly when the half-year school report is issued and ends when the end of year school reports is issued.

1.2 Payment Options

The DISR offers two payment options for the school and kindergarten fees:

- (a) **DISR annual fee**
Payment due date – 1st September
- (b) **DISR semester fee**
- First payment due date – 1st September
 - Second payment due date – 1st February

1.3 Payment Methods

The DISR accepts the following payment methods for the payment of fees:

- (a) Transfer of the invoice amount in SAR to the DISR account in KSA:
- Account name: SAIS German Branch
Account no.: 0101 111 948 001
Bank name: The Saudi Investment Bank -HQ Branch, Riyadh
IBAN: SA20 6500 0000 1011 1194 8001
BIC: SIBCSARI
- (b) Transfer of the invoice amount in EUR to the DISR account in Germany:
- Account name: German School Riyadh
Account no. : 582562500
BLZ: 500 400 00
Bank name: Commerzbank Frankfurt am Main
IBAN: DE30 5004 0000 0582 5625 00
BIC: COBADEFFXXXX

Should payment not be received by 2 weeks after the invoice due date then the DISR reserves the right to recalculate the EUR amount anew to take account of any exchange rate fluctuations that may have occurred.

(c) Cash payments can be made at the accounts department of the DISR

If you are making payment in cash, please take into account the official working hours of the office from 8:30 to 15:00 from Sunday to Thursday.

1.4 Reminder and payment proceedings

As parties to a contract with the GISR, parents are (according to the articles of association and DISR schedule of fees) solely responsible for timely payment of the school fees.

This applies in particular to a case when the fees are expected to be partially or fully paid by the employer also directly paid to the DISR.

For payments delayed for periods exceeding the invoice due date a reminder will be sent in accordance with the following:

The dunning ("payment reminder") will be sent after 2 weeks starting from the due date.

First reminder will be sent without overdue fees. After the end of the first reminder period, new reminder will be sent along with penalty **overdue fees of SAR 500**.

In the event of a non-payment after the 2nd reminder the school will suspend the child (from school, kindergarten and any supplementary offers). Suspension will not result in any reduction in or invalidity of the outstanding debt.

If the outstanding payments have not been paid until the end of the school year, the child will be deemed de-registered and will not be able to attend the lessons in the new school year.

Furthermore, the possibly already paid re-registration fees will not be refunded.

The DISR reserves the right to withhold school reports and documents for leaving school for as long as the outstanding payments exist.

1.5 De-registration

De-registration of a child from the DISR during the current academic year shall be done **in writing** using the DISR deregistration form.

After de-registration parents have to return all items from the school including but not limited to: issued cards, IDs, permits and permissions to children, parents, drivers or individuals responsible for picking up the child; to the secretariat.

1.6 Correspondence

All correspondence (information, invoices, reminders etc.) made between DISR and the parents will be via email. The appropriate email addresses are to be disclosed in the process of admission to the DISR. It is the responsibility of parents to notify the school about any changes, make sure of email deliverability and pay attention to emails sent.

2. DISR School & Kindergarten Fees

2.1 DISR admission fee

On enrolment, a non-refundable **one-off admission fee of 5,000 SAR** will be charged. The enrolment fee is due within 14 days after the receipt of the proper invoice. The fee cannot be used as a credit for the school fees or any other fees.

In the event that the DISR cannot allocate a kindergarten or school place within 6 months due to capacity problems or the applying parents are no longer interested in a kindergarten or school place, the admission fee will be refunded minus a processing fee of **500 SAR**.

2.2 Annual re-registration fee

For each child already registered at DISR a **re-registration fee of 2,000 SAR** will be due on 1st May of each school year for the following school year. The re-registration fee shall be refunded in cash at the beginning of the coming school year.

The re-registration fee will not be refunded in the event that the child does not attend the DISR at the beginning of the coming school year. If the de-registration fee is not paid by the invoice due date, the child will be deemed de-registered from the school/kindergarten.

2.3 Admission during a current school year

For an admission during the current kindergarten/school year, the fees will be charged for the complete week starting from the first day of the attendance; due within two weeks from receipt of invoice.

2.4 Kindergarten fees

The following kindergarten fees apply in the German International School Riyadh:

School grade	DISR annual fee (SAR)	DISR semester fees	
		1 st Semester	2 nd Semester
Kindergarten age 2-3	32.000	16.000	16.000
Kindergarten age 3-5	28.500	14.250	14.250
Pre school age 5-6	33.500	16.750	16.750

2.5 School fees

The following school fees apply in the German International School Riyadh:

School grade	DISR annual fee (SAR)	DISR semester fees	
		1 st Semester	2 nd Semester
Primary school (Class 1-4)	50,300	25,150	25,150
Secondary school (Class 5-10)	55,850	27,925	27,925

2.6 Fees for “German” as a foreign language (DaF) lessons:

The following fees for DaF-lessons apply in the German International School Riyadh:

DaF	DISR annual fee (SAR)	DISR semester fees	
		1 st Semester	2 nd Semester
DaF	5,000	2,500	2,500

2.7 Fees for school excursions

The DISR will charge 350 SAR per child / per school year for school excursions. This fee will be invoiced beginning of the school year.

2.8 Fees for the supplementary offers of DISR

The DISR offers following supplementary offers:

- Lunch for the kindergarten and school
- Kindergarten children afternoon supervision from 14:15 o'clock until 15:00 o'clock
- School children afternoon/homework supervision from 14:15 o'clock until 15:00 o'clock

The registration for the first school half-year of the supplementary offers should take place in the last month of the previous academic year. The corresponding invoice will be sent in the first week of the new school year. The registration is binding for the whole semester and can only re-arranged in exceptional cases and needs to be approved by the administration office. A refund of fees is not possible.

The registration for the second semester of the supplementary offer will take place in December and will be invoiced in January.

In the event that the invoices have not been paid by the invoice due date, the affected child will have no right to attend the supplementary offer. In addition the child will not take part in the afternoon activity or have lunch.

If a child is registered after the semester has started, **the fees for the whole semester** will be charged. For the new admissions the fees will be charged for the complete week starting from the first required day of the attendance.

If the child does not attend the supplementary offer no fees will be refunded; unless exceptional circumstances can be proved for the supplementary offer of lunch such as:

- The supplementary offer of lunch for kindergarten children can be refunded only if written notice is given minimum 14 days before for absence of at least a week
- The supplementary offer of lunch for school children can be refunded only if the **school administration** is informed about the long sickness of the child (minimum a week)

The notified non-attended days will be added up and refunded at the end of the school year. In case the DISR is not able to provide the supplementary offer because of organizational / technical reasons, the missed days will be added up and refunded at the end of the school year.

The invoices for the supplementary offer will be issued **separately** from the school/kindergarten fees.

Fees Lunch

days per week	days per term	fees per term
1	18	450 SAR
2	36	900 SAR
3	54	1350 SAR
4	72	1800 SAR
5	90	2250 SAR

Fees Kindergarten children afternoon supervision:

Kindergarten children afternoon supervision will only be offered to families with two working parents (with proof supplied by the employer) or to children who are picked up together from school with older siblings.

days per week	days per term	fees per term
1	18	450 SAR
2	36	900 SAR
3	54	1350 SAR
4	72	1800 SAR
5	90	2250 SAR

Fees school afternoon supervision

days per week	days per term	fees per term
1	18	450 SAR
2	36	900 SAR
3	54	1350 SAR
4	72	1800 SAR
5	90	2250 SAR

2.9 School fee reduction

School fee reduction can only be requested from families who don't get school fee payment as part of their salary. Acceptance and the amount of reduction require board approval and publication of personal income. Application documents are available at the secretary office.

3. DISR Model of Enhanced School / Kindergarten Enhanced offer

In the school year 2016-17 the DISR offers a new model of the Enhanced School /Kindergarten Enhanced offer:

3.1 Services of the DISR Kindergarten Enhanced offer

Kindergarten

- Fees for the kindergarten
- Lunch (5 times a week)

3.2 Services of the DISR Enhanced school

Grades 1- 6

- School fees for the current school grade
- Lunch (5 times a week)
- School children afternoon/homework supervision (5 times a week)

Grades 7 – 10

- School fees for the secondary level
- Lunch (5 times a week)

3.3 Fees of the DISR Enhanced School/Kindergarten Enhanced offer

The following fees of the DISR Enhanced School/Kindergarten Enhanced offer apply in the German International School Riyadh:

School grade	DISR annual fee (SAR)	DISR semester fees	
		1 st Semester	2 nd Semester
Enhanced Kindergarten age 2-3	36.500	18.250	18.250
Enhanced Kindergarten age 3-5	33.000	16.500	16.500
Pre School enhanced offer	38.000	19.000	19.000
Enhanced Primary School (Classes 1 - 4)	59.300	29.650	29.650
Enhanced School (Classes 5 -6)	64.850	32.425	32.425
Enhanced School (Classes 7- 10)	60.350	30.175	30.175

In general **no fees** will be refunded because of missed days of the supplementary offers or the lunch.

4. General fees

Following general fees will apply in the German International School Riyadh:

Position	Total Amount
Admission fee (for every child)	5,000 SAR
Re-registration fee (for every child)	2,000 SAR
Deposit for the IT-equipment	1,000 SAR
Deposit for the school books	200 SAR
Reminder fee from the second reminder	500 SAR
Issuance of a substitute school ID	100 SAR

School books and IT-equipment

The DISR offers all pupils the possibility to borrow for free school books or IT-equipment (e.g. school books, tablet, Computer, PC, Laptop, etc.) that will be used during lessons. The DISR charges a security deposit of **1,000 SAR** for the IT-equipment and **200 SAR** for the books.

The deposit will be refunded after de-registration of the child from the DISR. In the event of loss or willful damage and improper handling of the borrowed books or IT-equipment, this has to be replaced with the respective current value.

This Schedule of fees was implemented by the DISR school board on the 30.05.2017 and the schedule of fees of the German International School Riyadh from 12.06.2016. The DISR-board reserves the right to make changes to the fee schedule when necessary.

German law shall apply to this Schedule of fees.

The German text shall prevail in case of ambiguities or in other cases where there is doubt or where there are problems of interpretation.