

Tuition and Fees for New Students

The Board of Governors of the International Community School has established the tuition and fee schedules for new students for the school year 2016-17 as follows (all amounts are in United States dollars and payments must be made in USD):

Grade	Application Fee	Annual Capital Levy	Annual Tuition	Total Tuition and Fees for New Students
Early Childhood	\$500 ¹	\$300 ²	\$8,500	\$8,800
Kindergarten – Grade 5	\$500	\$8,000	\$21,330	\$29,830
Grade 6 – Grade 8	\$500	\$8,000	\$24,195	\$32,695
Grade 9 – Grade 10	\$500	\$8,000	\$24,895	\$33,395
Grade 11 – Grade 12 ⁴	\$500	\$8,000	\$25,885	\$34,385

Tuition and Fees for Returning Students

The Board of Governors of the International Community School has established the tuition and fee schedules for returning students for the school year 2016-17 as follows (all amounts are in United States dollars and payments must be made in USD):

Grade	Registration Fee	Annual Capital Levy	Annual Tuition	Total Tuition and Fees for Returning Students
Early Childhood	\$500 ¹	\$300 ²	\$8,500	\$8,800
Kindergarten	\$500	\$8,000 ³	\$21,330	\$29,830 ³
Grade 1 – Grade 5	\$500	\$1,100	\$21,330	\$22,930
Grade 6 – Grade 8	\$500	\$1,100	\$24,195	\$25,795
Grade 9 – Grade 10	\$500	\$1,100	\$24,895	\$26,495
Grade 11 – Grade 12 ⁴	\$500	\$1,100	\$25,885	\$27,485

¹Application/registration fees for early childhood students are credited to the annual tuition fee, for the 2016-17 school year only.

²The early childhood capital levy is credited toward the new student capital levy for students who continue at ICS after early childhood.

³Returning students entering kindergarten are charged the new student capital levy.

⁴International Baccalaureate exam fees are included for grades 11 and 12.

Extended Day Fees: for the 2016-17 school year, extended day fees for new and returning early childhood students are \$3,000 per year or \$1,500 per half year.

New Student Capital Levy: New students who previously attended ICS and are returning after an absence of one year or more must pay the difference between the current new student capital levy and the new student capital levy paid when they first enrolled at ICS.

Application and Registration Fee Refunds

Application and registration fee refunds are granted based on the following refund policy:

- If the reserved seat remains vacant, half of the fee will be refunded to the family or sponsoring organization
- If the reserved seat can be filled immediately, the entire fee will be refunded, at the discretion of the school
- If the applicant is on the wait list and that position on the wait list will be taken by another wait-listed applicant, the entire fee will be refunded, at the discretion of the school
- The maximum amount of fees retained by the school per family is \$500
- Fees can only be refunded via wire transfer, USD check, or a check in ETB

Reduced Payment Schedule for Additional Children

For individual families with more than two children enrolled in ICS Addis, discounts are provided on annual tuition fees only, as per the following scales:

- A five percent (5%) discount for the third child of the same family
- A ten percent (10%) discount for the fourth child of the same family
- A fifteen percent (15%) discount for the fifth and any additional child(ren) of the same family

These discounts apply only to the tuition of the specific child, that is, the tuition discount does not apply to all the children in a family, but only to the tuition of the third, fourth, fifth, etc., child. Discounts do not apply to other school fees, such as capital levy and registration fees. Families enrolling three or more children in a school year receive discount starting from the child with lowest tuition.

ICS Addis Tuition and Fees Regulations

It is the responsibility of parents and guardians to assure that all tuition and fees are paid on time, according to the following information:

- A. **Payment due dates:**
- Payment for the entire first semester tuition and capital levy must be paid by 26 August 2016.
 - Payment for the entire second semester tuition must be paid by 27 January 2017.
 - Fees paid by organizations must be paid in total for the entire year at the beginning of the school year, on or before 26 August 2016.**
 - Registration fees for the 2017-18 school year must be paid by 13 April 2017.
- B. Application fees are due at the time of submission of the application materials. Students whose application fees are not paid in full shall not, in any circumstances, be permitted to attend ICS.
- C. For new students only, who are starting school after the first day of the school year, the capital levy and entire tuition fees for the respective semesters (1st or 2nd) must be paid **within two weeks from the start of school by a new student**. Subsequent payments thereafter must be paid on the published due dates.
- D. **If a child attends school for twenty-five (25) school days of any semester (half year), the tuition for that semester must be paid in full.** If a child attends school for fewer than twenty-five (25) school days of any semester (half year), the parent has the option of paying a daily rate amounting to 1.5% of the semester tuition.
- E. In the event that ICS Addis is closed for longer than one week due to circumstances beyond its control, tuition and fees may not be refunded.

Finance charges are levied for late payment of school fees as follows:

- F. A finance charge equal to five percent (5%) of the total amount due is levied when payment is made later than two weeks after the start of the school.
- G. The finance charge increases to ten percent (10%) of the total amount due when payment is made within the two weeks after assessment of the 5% finance charge.
- H. If payments are not made within six weeks of the original due date, the child or children involved will not be permitted to attend classes or participate in school events until all tuition, fees and any accumulated finance charges for the entire semester (or entire year in the case of organizations) are paid in full.

Making Payments

All tuition and fees payments must be made in US dollars. Payments may be made in cash, traveler's checks, personal check, wire transfer, NR check or FCY check. Only Ethiopian nationals with children already attending ICS may pay in Ethiopian birr, at the prevailing rate of exchange. A 5% surcharge is added to payments made in birr.

To the School Cashier:

- Only the school cashier can collect tuition payments and issue official receipts.
- Payments in cash of more than \$2,000 or equivalent must be made directly to the bank. The ICS cashier will not accept cash amounts of more than \$2,000.
- The cashier's office is open Monday through Friday from 7:15 AM – 5:00 PM.

Cash Deposit to Bank:

Please deposit directly into our foreign currency (FCY) account with the Commercial Bank of Ethiopia and provide a copy of the deposit slip to the ICS cashier:

For full banking details, please contact our business office at business.office@icsaddis.edu.et

Receipts for wire transfer/direct deposit payments will be sent to you via your youngest child attending ICS.

By Wire Transfer:

Please include the name and grade of your child(ren) with the transfer details, and submit a copy of your bank's wire transfer advice to the ICS Business Office.

For full transfer details, please contact our business office at business.office@icsaddis.edu.et

Additional Charges:

All bank transfer and other fees must be borne by the student, parent or guardian. Fees include wire transfer charges, foreign check fees, insufficient funds fees and any administrative fees resulting from these fees. These charges will be reflected on your billing statement. In such situations, finance charges for late payment will be typically assessed as well.