

**eTuition 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 2018-19 as follows (all amounts are in United States dollars and all payments must be made in USD):

Grade	Application Fee	New Student Capital Levy	Annual Tuition	Total Tuition and Fees for New Students
Early Childhood	\$300	\$300 <sup>1</sup>	\$9,280	\$9,880
Kindergarten – Grade 5	\$300	\$9,000	\$23,290	\$32,590
Grade 6 – Grade 8	\$300	\$9,000	\$26,415	\$35,715
Grade 9 – Grade 10	\$300	\$9,000	\$27,710	\$37,010
Grade 11 – Grade 12 <sup>2</sup>	\$300	\$9,000	\$28,810	\$38,110

**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 2018-19 as follows (all amounts are in United States dollars and all payments must be made in USD):

Grade	Registration Fee	Returning Student Capital Levy	Annual Tuition	Total Tuition and Fees for Returning Students
Early Childhood	\$300	\$300 <sup>1</sup>	\$9,280	\$9,880
Kindergarten	\$300	\$9,000 <sup>1</sup>	\$23,290	\$32,590
Grade 1 – Grade 5	\$300	\$1,100	\$23,290	\$24,690
Grade 6 – Grade 8	\$300	\$1,100	\$26,415	\$27,815
Grade 9 – Grade 10	\$300	\$1,100	\$27,710	\$29,110
Grade 11 – Grade 12 <sup>2</sup>	\$300	\$1,100	\$28,810	\$30,210

<sup>1</sup>All capital levy fees paid during early childhood are credited toward the new student capital levy for students who continue at ICS after early childhood. Returning students entering kindergarten are charged the new student capital levy.

<sup>2</sup>International Baccalaureate exam fees are included for grades 11 and 12.

**Student Support Fees:** ICS charges additional fees for specialized educational services, including occupational therapy, speech and language therapy, educational psychology assessments and the STEP Program. Need for services is determined by ICS and neither services nor fees may be waived.

**Application and Registration Fees:** Application and registration fees are non-refundable and applicable for one year only, from the date of payment. Application fees are due at the time of submission of the application materials.

**Capital Levy:**

- The annual capital levy is payable in full if a student attends for any portion of the school year.
- 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.

**Early Childhood Extended Day Fees:** for the 2018-19 school year, extended day fees for new and returning early childhood students in the Little Eagles Camp are \$3,300 per year or \$1,650 per half year.

**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

**Parents/guardians are responsible that all tuition and fees are paid on time.**

### A. Payment due dates:

- Fees paid by organizations must be paid for the entire year by 14 September 2018.**
- Payment for the first semester tuition and full capital levy must be paid by 14 September 2018.
- Payment for the second semester tuition must be paid by 1 February 2019.
- Registration fees for the 2019-20 school year must be paid by 19 April 2019.

B. For new students who are starting school after the first day of the school year, the capital levy and tuition fees for the respective semesters (1<sup>st</sup> or 2<sup>nd</sup>) must be paid **within two weeks from the student's first day of school**. Subsequent payments must be paid on the published due dates.

C. **If a child is enrolled for twenty-five (25) school days of any semester (half year), the tuition for that semester must be paid in full.** If a child is enrolled for fewer than twenty-five (25) school days of either semester, the parent may pay a daily rate (1.5% of the semester tuition). The daily rate does not apply to the application/registration fees and capital levy.

D. 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:

- A finance charge equal to two point five percent (2.5%) of the total amount due is levied when payment is made later than two weeks after the due date.
- The finance charge increases to five percent (5%) of the total amount due when payment is made within the two weeks after assessment of the 2.5% finance charge.
- 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.

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## Making Payments

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All tuition and fees payments must be made in US dollars. Payments may be made in cash, personal check, wire transfer, NR check or FCY check. All bank transfer and other fees must be borne by the parent or guardian.

### To the ICS Cashier:

- Only the 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 cashier will not accept cash amounts of more than \$2,000.
- The cashier office is open Monday through Friday from 7:30 AM – 5:00 PM.

### Cash Deposit to Bank:

Please deposit directly into our foreign currency (FCY) account and provide a copy of the deposit slip to the Business Office:

International Community School of Addis Ababa  
FCY Account Number: Contact the Business Office  
Commercial Bank of Ethiopia  
International Banking Division, Addis Ababa  
Tel. # (251) 11-515-7210 or 553-0042

### By Wire Transfer:

Please include the name and grade of your child(ren) with the transfer, and submit a copy of the transfer confirmation to the Business Office.

International Community School of Addis Ababa  
TD Bank NA (United States)  
ABA (routing) Number: 054001725  
Account Number: Contact the Business Office  
Swift Code: NRTHUS33XXX (US dollars only)  
Swift Code: TDOMCATTOR (foreign currency only)

### By US Dollar Check:

Make checks out to the International Community School of Addis Ababa and submit to the cashier or to the following address:

TD Bank NA  
1919 Gallows Road, 2nd Floor  
Vienna, VA 22182 USA

**Contact:** [business.office@icsaddis.org](mailto:business.office@icsaddis.org)

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This tuition and fees schedule is effective for the 2018-19 school year beginning 1 August 2018.

*Dr. Timothy S. Stuart, Head of School*

