



GENERAL TERMS and CONDITIONS of ENROLMENT

Annual Schedule of School Fees for 2024-25

**Adopted by the Vienna International School (VIS) Board of Governors:
January 25, 2024**



ANNUAL SCHEDULE OF FEES 2024/2025

The following fee structure was approved by the Board of Governors on January 25, 2024 as a component of the VIS Association Budget for 2024/2025:

APPLICATION FEE	€ 650
ADMISSIONS FEE	€ 5,600
CAPITAL FEE (VBO and Dipl. Corps)	€ 3,400
CAPITAL FEE	€ 4,900
DEPOSIT	€ 600

GRADE	ANNUAL FEE (in EURO)	INSTALLMENT PAYMENTS DUE			
		Aug 30, 2024	Oct 30, 2024	Jan 30, 2025	Mar 30, 2025
Early Learning Centre (ELC) (*)	€ 15,448	€ 3,862	€ 3,862	€ 3,862	€ 3,862
ELC, half day (**)	€ 8,992	€ 2,248	€ 2,248	€ 2,248	€ 2,248
Grade Primary	€ 23,008	€ 5,752	€ 5,752	€ 5,752	€ 5,752
Grade 1	€ 23,008	€ 5,752	€ 5,752	€ 5,752	€ 5,752
Grade 2	€ 23,008	€ 5,752	€ 5,752	€ 5,752	€ 5,752
Grade 3	€ 23,008	€ 5,752	€ 5,752	€ 5,752	€ 5,752
Grade 4	€ 23,008	€ 5,752	€ 5,752	€ 5,752	€ 5,752
Grade 5	€ 23,008	€ 5,752	€ 5,752	€ 5,752	€ 5,752
Grade 6	€ 27,208	€ 6,802	€ 6,802	€ 6,802	€ 6,802
Grade 7	€ 27,208	€ 6,802	€ 6,802	€ 6,802	€ 6,802
Grade 8	€ 27,208	€ 6,802	€ 6,802	€ 6,802	€ 6,802
Grade 9	€ 27,208	€ 6,802	€ 6,802	€ 6,802	€ 6,802
Grade 10	€ 27,208	€ 6,802	€ 6,802	€ 6,802	€ 6,802
Grade 11	€ 28,338	€ 7,084	€ 7,085	€ 7,084	€ 7,085
Grade 12	€ 28,338	€ 9,446	€ 9,446	€ 9,446	

(*)8:30-14:55 hr (**) 8:30-11:45 hr

Extra Fees:

ELA fee, per semester € 850

For children of employees of the VBOs or the Diplomatic Corps the above ELA fee will not be applied.

100% Individual Learning Support Fee € 51,000.

The VIS Terms and Conditions, as amended from time to time, apply (see overleaf).

John Zuman, Director

VIS TERMS AND CONDITIONS

VIS school services are rendered exclusively on the basis of the following terms and conditions ("VIS Conditions") as amended from time to time:

1. SCHOOL FEES

The Board of Governors of the Vienna International School (the "School") determines the fees (the "school fees") payable for each student attending the School (the "student") for each school year. The currently applicable amounts of the school fees can be obtained from the Admissions Office or can be found under the Admissions Section of the School's website at www.vis.ac.at.

The following components are part of the school fees:

- **Application Fee:** A one-time Application Fee is payable by credit card upon submission of an online application. Re-entries and re-applicants are also obliged to pay this fee. Applications will only be processed after receipt of the Application Fee in full. The Application Fee is non-refundable.
- **Admissions Fee:** A one-time Admissions Fee is payable by the person(s) assuming liability for the school fees after VIS has confirmed the offer of a place for the student concerned. Students re-entering two or less years after their withdrawal must only pay 50% of the Admissions Fee. The Admissions Fee must be paid in full by the deadline stipulated in the offer letter, otherwise the application for admission will be deemed to have been withdrawn. The Admissions Fee is non-refundable and will be charged in full regardless of the date of enrolment or withdrawal.
- **Capital Fee:** A one-time Capital Fee is payable after the parent/guardian has accepted a place at VIS and payment in full is due within 14 days from invoice date. This fee applies only to the first two children enrolling at VIS. Students re-entering two or less years after their withdrawal do not pay the Capital Fee again. The fee is assigned to a fund specifically created to finance capital investments. The Capital Fee is non-refundable and will be charged in full regardless of the date of entry or withdrawal.
- **Deposit:** A one-time refundable deposit to cover the cost of any loss or damage incurred during the time the student attends the School. The deposit is payable in full for each and every student before attendance commences and is due within 14 days from invoice date.

The deposit or any residual portion thereof is refundable (without interest) to the parent/guardian (at the time of the student's withdrawal or Grade 12 Graduation) by way of a bank-to-bank transfer, provided that the Finance Office at financeoffice@vis.ac.at receives a completed Leaver's Clearance Form and all items have been returned to school. A refund, if any, can only be made if the parent/guardian also indicates in writing a bank account. If no appropriate request for a refund is received by VIS within three (3) years from the student's withdrawal, the parent/guardian will no longer be entitled to a refund.

Please note that the deposit will not be refunded in case of not submitting a Re-enrolment response before the deadline (see annual Re-enrolment information), or when changing the Re-enrolment response from YES to NO after the deadline.

Tuition Fee: An annual fee relating to instructional costs and agreed category A and B school trips (ref: Policy 6.600), payable for each student. Full payment of the Tuition Fee is due by August 30. In the admission/re-admission process one of the following two options must be selected: 1) pay tuition in full (Due August 30) or 2) select an instalment plan with four equal payments. The Tuition Fee may vary depending on grade level and time of enrolment or departure, subject to the rules in Section 3 below. The calculation of annual tuition fees is determined on the basis of full months, regardless of the number of days that a student actually attends school. The annual tuition fee covers ten full months.

Admittance may be refused until full payment of the due fees.

Testing and Examination Fees: Students who are re-sitting IB Diploma level examinations will be charged a subject-specific Examination Fee. Testing Fees are invoiced separately when an application is made for a student to sit for external examinations (eg. SAT, PSAT). These fees are due within 14 days.

Learning Support Fees: Fees are charged to cover the costs associated with the provision of intensive 1:1 learning support needs of a student and payment is due within 14 days from invoice date. Parents/guardians will be informed in writing of the percentage time of the ILA and the associated costs. This includes the costs of providing individual readers and scribes.

ELA - English Language Acquisition: Fees are charged for students to cover the costs of ELA instruction and payment is due within 14 days from invoice date. Students who require ELA instruction and who are not the children of VBO or Diplomatic Corps parents will be charged an additional fee per semester.

Fees for School Trips and Excursions: Fees are charged to parents/guardians for the costs of school trips and excursions, billed on individual participation basis (see Policy 6.600, categories C and D). The estimated costs will be communicated to a participating student's parent/guardian at least four weeks in advance of the school trip departure. Any payment received by the School will not be reimbursed if the student subsequently withdraws from the activity, unless withdrawal is due to certified medical reasons. Payment is due in full within 14 days of invoice date or before the event, whichever comes first.

Fees for Extra Curricular Activities: Varying fee structures apply for activities not included in the curriculum and an overview of the activities may be found on the VIS website. Payment in full for extracurricular activities is due within 14 days of invoice date or prior to student participation, whichever comes first.

2. PAYMENT OF SCHOOL FEES

I. Payment Method Tuition Fees

Tuition is due in full on August 30. Alternatively, an instalment plan may be selected in lieu of payment in full during the enrolment/re-enrolment process. With the instalment plan option, payments are made in four equal instalments for Grades Early Learning Centre (ELC) to Grade 11 students and in **three** equal instalments for Grade 12 students. The amount of each instalment and the date when each of the instalments is due are stated in the Schedule of Fees attached. Special provisions apply in the case of enrolments during the school year (see Section 3.I below). In all cases, the total annual fees, regardless of payment option, must be paid in full by March 30 for Grades Early Learning Center to Grade 11 and by January 30 for

Grade 12. Students are not eligible for re-enrolment until all fees are paid in full. Final reports and diplomas will be held until all fees are paid in full.

Late payment reminders will be sent to the Parent/Guardian's billing address once a payment becomes 30 days overdue. A late payment reminder fee of €40 will be charged for each reminder.

Parents/Guardians may request a standing order or issue a direct debit authorization to support keeping their account current. The Finance Department at financeoffice@vis.ac.at can assist in setting up direct debit or standing order.

The School will not accept payments made in cash.

II. Electronic Invoicing

Invoices are sent electronically to the billing email address provided to the School and as recorded in the School database. By providing their email address, parents/guardians consent to the receipt of invoices by email. It is the parent/guardian's responsibility to maintain the currency and accuracy of their billing information in the School's database. Once a communication or document is sent to the parent/guardian's email address as recorded in the School's database, it shall be considered delivered and legally binding.

It is the parent/guardian's responsibility to ensure that e-mails from VIS can be received at the email address they have input into the School's database and that firewalls, spam filters or similar settings are adjusted accordingly. Automatically generated answers (e.g. absence notices) cannot be taken into consideration and do not hinder a legally binding delivery of an invoice.

Parents/Guardians are responsible for immediately informing VIS in writing of any changes to their email billing address at change@vis.ac.at. Deliveries of invoices to the last email address provided shall be legally binding.

Parents/Guardians may at any time revoke the electronic invoicing in writing by email or letter to the Finance Office. After receiving and processing the written revocation, parents/guardians will receive invoices solely by mail to the last notified address as recorded in the School's database. It is the parent/guardian's responsibility to notify the School in writing of any change in their physical address at change@vis.ac.at. VIS reserves its right to change at its sole discretion the invoice delivery to postal delivery for good cause.

III. Past Due Accounts

If a parent/guardian's account becomes more than 30 days past due, the Director of VIS may terminate the School's contract and unenroll the student by way of written notification to the parent/guardian's billing address as recorded in the School's database. Such a termination takes effect at the end of the month following the month when the termination notice was given or as otherwise agreed in writing with the School's Director. In all other respects, the agreements regarding "Early Departures" apply.

Legal or other professional costs incurred by VIS in the recovery of past due amounts will be borne by the parent/guardian.

Enrolment, Re-enrolment and Graduation considerations related to Parent/Guardian Account Balances.

1) Parents/Guardians with an unpaid balance at the close of a school year will not be allowed to re-enrol their children for the following or subsequent years until their account is paid in full.

If a student loses their position at the School due to the parent/guardian's outstanding balance at the end of an academic year and wishes to apply to be re-admitted, the entire amount of school fees for the forthcoming school year must be paid in full BEFORE the student(s) can be considered for re-admission to the School. Re-admission is dependent upon the availability of space within the grade.

2) If circumstances warrant as deemed by the School's Director, fees for the forthcoming school year may be levied in full and in advance of the commencement of the academic year.

3) The tuition for 12th Grade students must either be paid in full on August 30 or per the installment plan in **three (3)** instalments due on: August 30, October 30, January 30. Parents are advised that un-enrolment of a 12th Grade student will take place at any time during the school year if school fees are not paid according to the above schedule.

All communications regarding the payment of fees should be addressed to financeoffice@vis.ac.at.

3. ADMISSIONS AND ANNUAL RE-ENROLMENT

I. Continuing Enrolment

The School has a clearly defined set of expectations and values that apply to all members of the school community. These expectations and values are set forth in the School's written Policy and Guidelines Manual in its recent version and Austrian Law. The Policy and Guidelines Manual is published on the VIS Intranet Governance page and can be accessed here:

www.vis.ac.at/intranet/home/governance-and-structure

The entire Policy and Guidelines Manual is incorporated into the VIS Schooling Contract. If the student or his/her parent/guardian fails to respect the rules and values defined in the Policy and Guidelines Manual, the School reserves the right to terminate the Schooling Contract ("the Contract") and to refuse the re-enrolment of a student for the following year.

If the School determines that a student's successful continuation at VIS will require the support or continue to require the support of a 1:1 Individual Learning Assistant (ILA) support, this will be communicated and discussed with parents during the second semester of the current school year. The School policy is for parents to cover the cost of the ILA at the percentage of time appropriate in each case, including readers and scribes for secondary students. In this situation, the student's re-enrolment is conditioned on the parents' acceptance of the terms of the ILA agreement for the next school year. Students whose parents do not accept the terms of the ILA agreement proposed by the School will not be re-enrolled.

There are limits to the learning support that the School can offer. If it emerges that the School cannot meet a student's needs, the student may be dis-enrolled upon prior consultation with the parents/guardians.

II. Enrolments during the School Year

Students are accepted to enter the School at any time during the school year, provided a vacancy is available as per the school's Admissions Policy. Students who are enrolled upon or after August 30 for the current academic year are deemed to be mid-year enrolments. Annual tuition fees are pro-rated based on 10 months to calculate the tuition due for mid-year enrolment. Payment in full or the first instalment, if the instalment plan option is selected, is due and payable upon enrolment.

III. Early Departures

Parents/Guardians may terminate the Contract prematurely before its expiration at the end of the school year by way of a notice in writing to the Admissions Office at admissions@vis.ac.at

The termination takes effect at the end of the second calendar month following the month of receipt of the notice by VIS, unless the notice expressly states that the termination takes effect on the last day of a later month. Unless notice is given in writing, fees will continue to be invoiced and the deposit will not be returned.

School fees, calculated pro rata on the basis of complete calendar months, are payable until the termination takes effect. If the termination takes effect at the end of the month of May, school fees are payable until the end of the school year.

In the case of early departures, all and any of the school's outstanding claims against the parent/guardian are due and payable not later than on the school working day preceding the last day of the student's attendance.

Parents/Guardians are entitled to a refund (without interest) of a credit balance of school fees paid in advance, if any, remaining after settlement of any and all outstanding claims.

Parents/Guardians are responsible for the payment of all fees.

IV. Annual Re-enrolment

The Contract is entered into on an annual basis and expires at the end of each and every school year.

For a student's attendance in the next school year, formal re-enrolment by the given deadline (end of February) of the current school year is necessary. Parents/Guardians must use the online re-enrolment system. In the event of no reply by the given deadline or withdrawal of confirmed re-enrolment after the given deadline, a fee equivalent to the amount of the deposit is not refunded.

4. APPLICABLE LAW

Austrian law applies.

The ordinary courts of law in the city of Vienna having territorial jurisdiction over the 22nd District of Vienna shall have non-exclusive jurisdiction over any disputes arising from, or in connection with, the valid Schooling Contract to the extent permitted under Austrian law.

5. FORCE MAJEURE

There is no refund of the Tuition Fee for instructional days lost due to reasons beyond the School's control. This particularly applies to school closure due to weather conditions, fire, flood, strikes, epidemics, pandemics or other similar events.

6. THIRD PARTY PAYMENTS

Parents/Guardians may declare on the School's online Application Form that a specific third party will pay the school fees on their behalf. It is, however, the sole responsibility of the parents/guardians to assure that the third party payments are made according to the school's payment terms. Parents/guardians are liable for any outstanding account balances, including charges for late payment reminders.

7. GRADE LEVEL PLACEMENT

The School reserves the right to determine the grade level placement of a student and is not required to follow the wishes of parents/guardians. Grade level placement may not always correspond to that of other schools and other education systems.

8. DISCIPLINARY ACTIONS

In response to any student misbehaviour, the School has the right to take legally permissible disciplinary actions against the student including un-enrolment from the School.

9. VARIATION OF FEES AND CONDITIONS

VIS expressly reserves the right to amend and to vary Fees and Conditions in respect of subsequent school years. Fees may be increased or decreased on the basis of changes in the costs of operating the School, such as staff salaries, taxes, charges, social security contributions, the cost of electricity, heating, communications, cleaning, maintenance, renovation and repairs of buildings, facilities and equipment and their replacement, as well as on the basis of changes in the contribution of the Republic of Austria and in other revenue, such as rental and interest income, etc., with due regard to provisions and reserves necessary or advisable in accordance with generally accepted accounting standards.

A copy of the Annual Schedule of School Fees and of VIS Terms and Conditions for the next school year will be published on the School's website every year before the end of the month of March. From the day of posting, copies are also available upon request. If VIS sends a copy to the parents/guardians using his/her last-notified email billing address, the parents/guardians, in any event, will be deemed to have received such copy.