



Tuition and Fees Schedule • School Year 2018 / 2019

Early Years / 3 – 6 year olds	per Month	per Year
Tuition for Frankfurt citizens (Snack Fee)	40.00 €	480.00 €
Tuition for non-Frankfurt citizens (incl. Snack Fee)	961.00 €	11,532.00 €

Primary School Grades 1 to 5	per Month	per Year
Regular School Tuition	988.00 €	11,856.00 €
Reduced School Tuition Family Income below 80,000 € p.a.	708.00 €	8,496.00 €
Reduced School Tuition Family Income below 50,000 € p.a.	405.00 €	4,860.00 €

Secondary School Grades 6 to 10	per Month	per Year
Regular School Tuition	1,218.00 €	14,616.00 €
Reduced School Tuition Family Income below 80,000 € p.a.	821.00 €	9,852.00 €
Reduced School Tuition Family Income below 50,000 € p.a.	405.00 €	4,860.00 €

Secondary School Grades 11 and 12	per Month	per Year
School Tuition	1,338.00 €	16,056.00 €

Optional Fees	per Month	per Year
Lunch Fee	89.00 €	1,068.00 €
After School Care Fee	138.00 €	1,656.00 €
After School Club Fee (per semester)	95.00 €	190.00 €

One Time Fees	One-time payments
Registration Fee	1,000.00 €
MSF Joining Fee	4,800.00 €

For a definition of "Family income" please see point 5 below.



1. Registration Fee

The Registration Fee is a one-time fee covering the cost of admitting, assessing and registering a child. It is due within two weeks after having received the acceptance letter.

2. Joining Fee

The Joining Fee of 4,800 € is a one-time fee for Metropolitan School Frankfurt gGmbH's (MSF or the School) enrollment of the child on the MSF student role as of the first day of school. This fee is payable within four weeks of having received the school contract. For students attending the School for 60 days or less only half of this fee is payable.

3. Early Years' Tuition and Fees

For children registered as Frankfurt citizens the Early Years Tuition is being paid to MSF by the City of Frankfurt (961 € per month = 11,532 € per year). Parents registered for the MSF Snack Programme pay a 40 € per month Snack Fee only for a morning and afternoon fruit/vegetable snack.

The Early Years Tuition covers supervision and teaching services from 8:00 – 17:30 during Early Years School days according to the MSF Calendar. The MSF core programme runs from 8:30 - 15:30

4. Primary and Secondary School Tuition

The Tuition covers the School Day which starts at 8:30 and finishes at 15:30 during school days according to the MSF School calendar.

Parents may opt for an income-adjusted tuition rate for their child. The monthly school fee is then based upon the child's school divisional Tuition i.e. Primary or Secondary School, and on the legal guardians' (*Erziehungsberechtigte*) sum of all positive gross earnings (*Summe der positiven Einkünfte*).

Income adjusted tuition rates are only available for families, not for corporates or other employers or organisations. In case of any full or partial tuition cover or reimbursement by an employer/a company or other organization to the family (or directly to MSF) the normal tuition will apply.

In order to qualify for an income-adjusted tuition for the following school year starting in August, parents must submit **by 30th April** (no deadline extension possible due to MSF Board policies):

1. A copy of their final Income Tax Report(s) of the year before the last year (*endgültige Einkommensteuerbescheide des vorletzten Jahres, keine vorläufigen EStBe*)
2. A recent payslip (*Gehaltsbescheinigung*) showing their current monthly income or in the absence of that a confirmation by their tax consultant about their income during the current year so far and an estimate for their income during the rest of the calendar year
3. A copy of the employment contract so see whether there are any other employment benefits such as tuition support or housing cost support, etc.



4. A list of assets they own (*Vermögensaufstellung*) demonstrating that they own less than 100.000 € in total family assets (both guardians/parents added up assets) to allow MSF an allocation of reduced tuition and fees to families who actually need financial support.

In the absence of these documents presented at the latest by 30th April, the regular, higher tuition rates will apply. In order for the fee reduction process to run in an organized and timely manner there will be no deadline extensions and Income Tax Reports or other documents sent or presented after the deadline cannot be recognized.

5. Secondary School Tuition Grades 6 to 10

The Tuition covers the School Day which starts at 8:25 and finishes at 15:30 during school days according to the MSF School Calendar. Parents may opt for an income-adjusted tuition rate for their children as described in point 6 above.

6. Secondary School Tuition Grades 11 and 12

The Tuition covers the School Day which starts at 8:25 and finishes at 15:30 during school days according to the MSF School Calendar.

7. MSF Scholarships

7.1 Grade 1 to Grade 10 families who did not qualify for a reduced school tuition may confidentially apply for an “MSF Scholarship” that reduces the normally payable monthly tuition by 50% for one school year.

7.2 Grade 11 and 12 families may confidentially apply for an “MSF IB Diploma Years Scholarship” in May of each school year for the following school year starting in August, which reduces the normally payable Grade 11 and Grade 12 monthly tuition to the level of normal Grade 10 tuition payments.

A detailed scholarship letter for both MSF Scholarships will be sent to all parents in mid-May. The MSF Board will decide on scholarship allocations by mid-June.

8. Late Enrolment and Early Termination

For late enrollment and early termination the "Late Enrollment and Early Termination" schedule below applies:



Late Enrollment Payment Schedule

1 st day of school in	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
% of annual Tuition payable	100%	100%	95%	85%	75%	65%	55%	45%	35%	25%	15%

Early Termination Payment Schedule

Termination effective on the last day of	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
% of annual Tuition payable	25%	40%	45%	50%	55%	65%	75%	85%	95%	100%	100%

For students leaving the School during the school year there is a two months' notice period effective as of the last day of the month (*zweimonatige Kündigungsfrist zum Monatsende*). The above table applies as of that effective termination date.

For students leaving at the end of the school year notice must be given by the 31st March prior to the end of the school year.

In case any notice is given between the 31st March and the 31st July, the Early Termination Table above applies plus 25% of the following school year's tuition as the school will have hired teachers for the new school year based upon the number of students registered for the following school year.

Any termination of a signed MSF school contract for a new student before the beginning of the new school year, results in a due payment of 25% of the following school year's tuition.

9. Other Costs

School trips and excursions: are charged separately. Starting in Grade 3 there are annual overnight school trips which enrich the overall educational programme. The cost varies depending on the length, venue and programme of the trip. Families who find it difficult to pay for these school trips should confidentially notify school management about their financial position in order to receive school funding for part or all of the relevant school trip cost.

Afterschool Care: is an optional supervision programme ("*Hort*") for Grade 1 to Grade 6 students, allowing parents to have coverage from 8:00 – 17:30. There is a 138 € per month fee for Afterschool Care.

Afterschool Clubs: run from 15:40 – 16:40 and cover a wide variety of non-compulsory afterschool clubs offered to students in Grade 1 and above. Clubs may include team sports, choir, school band, homework club, yearbook club, chess club, MSF newspaper club and other activities. There is a fee of 95 € per semester for Afterschool Clubs (one-time fee for 6 months).

Lunch: The daily served hot lunch is optional and can be ordered through the school office. There is a 20 day notice period to the end of each month. The annual cost of lunches is divided by 12 and charged monthly by direct debit on the first day of each month. Cancelling lunch before the school holidays and re-signing after the school holidays is not possible. The lunch fee is 89 € per calendar month payable for 12 months (1068 € per year).



Books: MSF provides all school books for Early Years, Primary and Secondary School with the exception of Grades 11 and 12. For Grades 11 and 12 MSF will publish a book list and offer ordering services for the relevant books. If required, Grade 11 and 12 families may confidentially notify school management about their financial position in order to receive school funding for Grades 11 and 12 books.

External Examination Fees: The external cost of correcting the IGCSE and IB Diploma examinations by external examiners will be charged to the MSF parents separately by way of direct debit after the exams have been taken. The **IGCSE examination fees** for 2018 are 90 € per examination subject with the exception of Coordinated Science (double award) which will be charged at 180 €.

The **IB-Diploma examination fees** for 2018 are 122 € registration fee and 85 € fee per subject, so in total 632 € per student. If required, Grade 11 and 12 families may confidentially notify school management about their financial position in order to receive school funding for those external examination fees.

10. General Payment Procedures

All of the above Tuition and Fee payments are due on the first day of the relevant month. They are payable by direct debit from the parents' Germany based bank account. The monthly tuition payments as well as the monthly school lunch and after school care payments are due in 12 equal monthly installments.

Tuition and Fees schedule are subject to an annual adjustment that the school publishes by the 1st March for the following school year. The school year starts on 1st August and ends on 31st July for all three school divisions, Early Years, Primary School and Secondary School.

Acknowledged and agreed:

Date	Place	Signature of mother or guardian/ Unterschrift der Mutter bzw. Erziehungsberechtigten
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Date	Place	Signature of father or guardian/ Unterschrift des Vaters bzw. Erziehungsberechtigten
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