

1. Admission Fee

All year groups: EUR 2,600.00
 Siblings: EUR 515.00
 The Admission fee is not refundable. Students who have been away from the school for more than one year will be charged the siblings' rate as an admission fee, when returning to BBS.

2. Tuition Fees (Sep 2011- Aug 2012)

Nursery 8.30 - 12.00	EUR 3,685.00
Nursery 8.30 – 13.00	EUR 4,581.00
Nursery full day	EUR 6,928.00
Reception to Y6	EUR 12,039.00
Year 7 to 9	EUR 12,724.00
Year 10 to 11	EUR 13,357.00
Year 12 to 13	EUR 14,083.00

The tuition fees include all educational materials, handwriting books and writing implements, subject material, SEN provision, text books and transport between sites and to sporting facilities.

Notification of withdrawal must be given in writing by the legal guardian or parent at least TWO MONTHS before the last day of the student's last term.

Pro-Rated refunds of Tuition Fees:
 Percentage of annual Tuition Fee Refundable upon Early Departure:

September	100%
October	70%
November	60%
December	50%
January	40%
February	30%
March to June	0%

Percentage of annual Tuition Fee payable upon enrolment during the school year:

September	100%
October	95%
November	85%
December	75%
January	65%
February	55%
March	45%
April	35%
May	25%
June	20%

3. Examination fees

Fees for public examinations like IGCSE and IB are not included in the Tuition fee. Exam fees charged to the school by IGCSE and I.B. will be charged with the invoice at the beginning of the appropriate school year.

The exam fees charged are currently:

IGCSE:	EUR 1,575.00
IB:	EUR 2,625.00

4. Payment of Fees

Admission Fee to be paid at least 4 weeks before the start of the school year to secure a place at the school. IF a pupil is enrolled less than 4 weeks before the start of the school year, payment of fees is due immediately. It is possible to pay the Tuition Fee in three instalments, each instalment being due on the first day of term for which the fee is due. If the entire tuition fee for the whole school year is paid in one lump sum before the start of the academic year, the fee payer may deduct 2% from the total annual fee that is due. Any queries about payment of fees should be directed to the Business Manager.

All payments may be made directly to the following bank account with name, invoice and account number clearly indicated.

Fees are non-refundable (except fees refundable for early departure as explained in paragraph 2), even in cases of emergency.

5. Sibling discounts

For families with two or more children enrolled simultaneously the School will grant the following reductions for the youngest child(ren) in the family: a 2.5% reduction of the annual Tuition Fee for the second child, a 5% reduction of the annual Tuition Fee for the third child, a 7.5% reduction of the annual Tuition Fee for the fourth child, a 10% reduction of the annual Tuition Fee for the fifth child and any additional children.

6. Tuition Reduction Bursary Scheme

From the academic year 2011-12 onwards, BBS offers Tuition Reduction Bursaries for academically able students, whose financial circumstances prevent them from being able to pay the full fees. Bursaries will be available to existing students as well as those applying for entry to the school in September 2011 and thereafter. Information about the criteria, application and selection process can be obtained from the website or the Admissions secretary.

7. Confirmation of place

In cases where places in a particular year group or class are limited the offered place will only be confirmed once the Admission Fee has been received. The final placement of students for subject options in Years 9-12 will be determined at the time of the student interview. Students who are interviewed after the end of the Summer Term for September admission may find their choice of subjects or combination of subjects limited and perhaps not available.

8. Late Payment Charges

All parents are liable for fee payments on the due date, whether or not companies assume responsibility for all or part of the fees. Furthermore, parents are liable for all bank charges incurred by late payment. Late payment charges will be assessed when payment has not been made within 20 days of the due date. The current late payment charge is calculated at an appropriate interest rate and there is an additional administrative fee for processing the late payment.

9. Parent Teacher Association Fees

Membership of the PTA is included in the Annual Fee.

10. Yearbook

Each child will receive one complimentary copy each year. Additional copies may be ordered through the Admissions Office at EUR 15.

11. Other Charges

Charges for college testing and counselling, external testing and examinations, school trips, graduation expenses, buses to and from school,

lunches and other extra-curricular programmes are billed separately.

12. Fees

The above conditions apply for the entire school year. The Vorstand retains the right to change the fees throughout the year in compliance with the constitution of the Berlin British School e.V. If the notice of fees for the following year has not been given 3 months before the end of the school year, they will not alter for the following school year.

13. Place of Jurisdiction

The place of jurisdiction is Berlin.