



Financial Regulations

Effective date: 1st August 2026



1. Terms & conditions

By enrolling your child in the International School of Schaffhausen (hereafter named ISSH), parents/guardians agree to comply with the terms and conditions and the schedule of fees described in these Financial Regulations. These Financial Regulations supersede all former financial agreements between the parties.

1.1. Tuition and enrolment fees

The school fees cover the cost of regular tuition including textbooks and other learning material. The one-time enrolment fee is due once the student has been accepted by ISSH and is not refundable. Excursions without overnight stay are included in the school fees. Not included in the school fees are residential trips (overnight) and fees for IB Diploma exams.

1.2. Capital Building Fund Fee

This is a non-refundable one-time payment. It is billed together with the initial school fee invoice. The capital building fund fee is not part of the operational budget but goes into a fund for financing the buildings/ facilities and for the continual enhancement of the school environment.

1.3. Conditions of payment

In the interest of maintaining low administrative costs, parents/guardians can choose between quarterly payments in advance or a single, annual payment in advance. This is not applicable for the Early Learning Centre department, as these are billed on a monthly basis. Quarterly bills can be paid by monthly instalments. All school fees are payable in Swiss francs and any exchange rate losses are the responsibility of the family.

1.4. Terms of payment

Payment dates for quarterly fees are: August 15th, November 1st, February 1st and May 1st; the single annual payment is due by August 15th. The capital building fund fee will be billed together with the first school fee invoice. A change in the mode of payment is possible only at the beginning of a new academic year. ISSH reserves the right to charge prevailing interest on late payments to any balance past due. Alternative payment methods may be granted in exceptional circumstances to private payers and for one year at a time, and only upon a written application stating the reason(s) for the request. Such applications must be received no later than May 31st of the preceding school year or for new private payers after the student's enrolment at ISSH, and are subject to approval by the ISSH Administration department. Alternative payment methods, approved by the ISSH Administration department, incur a fixed administrative charge of CHF 300 per student and school year.

The fee is waived if financial assistance (see Section 2.4) has been granted. The final instalment has to be paid by the end of the following May, at the latest. If the instalment

plan remains partially or fully unpaid, the plan is automatically cancelled and the remaining tuition fee is due immediately pursuant to the above mentioned payment terms.

1.5. Sibling discount

The sibling discount applies to families with more than one child enrolled in ISSH. The discount is applied based on the age of the children: the oldest child does not receive a discount, the second-oldest child receives a 10% discount and each additional younger child receives a 5% discount. This discount is only available to families, not companies, and is applicable only if no other financial assistance has been granted.

1.6. Late enrolment

In case of a late enrolment, the enrolment fee and the Capital Building Fund fee are due along with the Tuition and Boarding fees for the current quarter.

1.7. Early withdrawal

If a student withdraws early, the following policy applies:

- The enrolment fee is non-refundable. This is also applicable for the Early Learning Centre.
- The Capital Building Fund Fee is non-refundable.
- For withdrawals between 1st June and 31st December, with notice given before 31st October, 50% of the annual school fees will be charged.
- A formal notice of withdrawal received by 31st December (for a withdrawal effective in the subsequent 1st January to 31st March period), the assessed fee will be 75% of the annual school fees.
- If notice is given after 1st January, the full annual school fees will be charged.
- This Section does not apply to students withdrawing after having been suspended or expelled from attending school, e.g. for unpaid invoices or for disciplinary reasons. It also does not apply if ISSH cancels admission or refuses tacit re-enrolment for any of the reasons listed in the admissions policy.

1.8. Re-Registration and no-show

Re-registration for the new school year takes place in spring. For students who are registered and are withdrawn between 30th April and 31st May, an administrative charge of CHF 800.- will be applied.

Students who are registered and withdrawn after 31st May or do not show up at the beginning of the school year will be billed with 50 % of the annual tuition fees. This does not apply to Early Learning Centre please see section 2.1.

1.9. Force majeure

No refund of fees will be issued in the event that ISSH is forced to close any part of the school due to circumstances beyond the school's control.

1.10. Insurance

Parents/guardians must maintain health, accident and liability insurance for each child enrolled at ISSH. These insurances are not provided by the school.

1.11. Data protection

ISSH may collect data relating to enrolment and tuition. It respects the Swiss data protection legislation as well as the European general data protection regulations and will treat that information confidentially. In case of an unpaid invoice, third parties may be engaged by ISSH for the recovery of any outstanding fees and costs. For this purpose, ISSH reserves the right to forward the necessary personal data to the relevant third party.

1.12. Amendments

Any adjustments to these regulations are made by the ISSH Board of Directors and will be communicated to the parents in March and will become effective in the following school year. The Schedule of Fees is updated on a yearly basis, upon approval by the Board of Directors, and will come into effect with the start of the new academic year.



2. Schedule of Tuition Fees 2026 - 2027

2.1. Early Learning Centre 0-6 years

One-time capital building fund fee CHF 1 500

One-time enrolment fee CHF 200

One-time settling-in fee (extra care/ 1:1) CHF 300

All school fees are payable in CHF and any exchange rate losses are the responsibility of the family.

		Age 0-3	Age 3-4	Age 4-6
Fees per day				
Full day	07:45 - 18:00	140 ¹	120	113
Core time	07:45 - 15:45	120 ¹	104	97
Morning	07:45 - 12:30	88 ¹	78	72
Afternoon	12:30 - 18:00	93 ¹	88	72
Minimum booking	½ days per week	2	2	5 ² / 7 ²
Additional services & fees				
Hourly rate	During full day	22	22	20
Off peak hours	06:00 - 07:45/ after 18:00	32	32	32
Late pick-up	Every 15 minutes	17	17	17
Lunch & Snacks³		included	14	14
Baby surcharge⁴	Babies < 18 months	20%		

¹ Includes diapers, hygiene articles and all meals. ² Obligatory minimum Kindergarten attendance: 4-5 years old 5x ½ days, 5-6 years old 7x ½ days. ³ Freshly cooked lunch incl. 2 snacks. ⁴ Surcharge for increased need of care.

Sibling discount: See section 1.5.

App for booking and billing: We use the Family App for booking, attendance and billing. Invoices are sent monthly by email and additional bookings are charged according to app fees or hourly rates.

Opening times: Monday to Friday, 7:45 - 18:00, open 49 weeks per year.

Holidays: Our fee structure includes extra weeks of discounted billing. You may book up to 7.5 weeks of personal holiday at a 50% discount, provided you give at least six weeks' notice. This discount applies only to scheduled holidays and does not cover illness or other absences.



Cancellation: The trial period is 4 weeks, with notice allowed by the end of the final week. Afterwards, the contract can be cancelled with two months' notice at the end of a month. This also applies to reducing booked days.

Illness-Related Swap Day Policy: Families may be granted a maximum of five (5) swap days annually to compensate for required absences when the school directs parents to keep an ill child at home. The granting of a swap day ensures the parent is not charged the standard daily rate for that day of attendance. However, this compensation does not include lunch. If a parent requests lunch service on a granted swap day, the applicable lunch fee will be charged separately and must be paid in full. This offer is managed at the school's sole discretion, is entirely dependent upon current class enrolment and spot availability, and remains a non-guaranteed form of compensation. Any granted swap days must be utilised within the current school year and cannot be carried over, banked, or applied to any subsequent academic year.

Subsidies: Parents registered in the canton of Schaffhausen, who are employed or registered unemployed, can apply for a cantonal childcare subsidy. Eligible childcare spots for up to 4 years old receive CHF 20 per day (8+ hours of attendance) or CHF 10 per half-day (4+ hours attendance). For more information, please contact the ISSH Admin office. The school has limited availability for care vouchers (ages 0-6 years old) granted from the city of Schaffhausen. It is the responsibility of the parents to initiate the processes for the cantonal subsidy and the care vouchers.



2.2. Grades 1-12

One-time capital building fund fee CHF 3 500

One-time enrolment fee CHF 600

All school fees are payable in CHF and all exchange rate losses are the responsibility of the family.

School section	Age	Quarterly tuition fee	Annual tuition fee
Primary School¹			
Grade 1	6-7	6 790	27 150
Grade 2	7-8	6 790	27 150
Grade 3	8-9	7 070	28 290
Grade 4	9-10	7 070	28 290
Grade 5	10-11	7 070	28 290
Middle School¹			
Grade 6	11-12	7 640	30 540
Grade 7	12-13	7 640	30 540
Grade 8	13-14	7 640	30 540
High School/ Diploma Programme¹			
Grade 9	14-15	7 920	31 670
Grade 10	15-16	7 920	31 670
Grade 11	16-17	8 450	33 800
Grade 12 ²	17-18	8 450	33 800

¹ Reduced rates may be available through the financial assistance programme.² Fees for IB exams are not included in tuition fee.

Other fees	Quarterly fee	One-time payment
English or German as an additional language	1 300	
Learning support	1 300	
Residential Trip Grade 2		200
Residential Trip Grade 3		450
Residential Trip Grade 4		650
Residential (Ski Trip) Grade 5		1 000
Residential Trip Grades 6, 7, 8		1 100
Residential Trip Grades 9, 10, 11, 12		1 200
DP registration and exam fees (DP2 only)		1 500 (approx.)
Retake Exam Registration Fee (per subject)		975
Group 4 Project and Core Week		800

Other services	
Music, special needs, etc.	At external teacher's rate
Shuttle bus	Free of charge
Lunch Services	CHF 12 / CHF 13 (price varies by portion size)
Holiday Camps	Separate programme: www.issch.ch/extras/holiday-programme/
After School Clubs ³	Separate programme

³ Grade 1 students transitioning from Early Learning Centre benefit from special conditions. Please contact the Admin office.



Discovery Afternoon offer	Fee per session
Early Afternoon (12:00 - 15:30)	42
Short Afternoon (15:30 - 18:00)	30
Full Afternoon (12:00 - 18:00)	72

App for booking and billing: We use the Family App for booking, attendance and billing. Invoices are sent monthly by email and additional bookings are charged according to app fees or hourly rates

Holidays: During school holidays and public holidays, Discovery Afternoon will be closed and no fees will be charged. Additional holidays need to be booked in advance, otherwise normal fees will be charged. No refunds for illness or other absences.

Cancellation: The trial period is 4 weeks, with notice allowed by the end of the final week. Afterwards, the contract can be cancelled with one (1) month's notice at the end of a month.



2.3. Boarding

IB Diploma Programme or Pre-IB course, including full boarding.

All school fees are payable in Swiss francs and any exchange rate losses are the responsibility of the family.

Enrolment fee	CHF 600	This is a non-refundable one-time payment. Payable upon enrolment.
Capital Building Fund fee	CHF 3 500	This is a non-refundable one-time payment.
Tuition incl. Boarding fees	CHF 65 580	Pre-IB course grade 9 and grade 10 per year
	CHF 70 640	IB Diploma Programme grades 11 or 12 per year
includes	Courses. Tuition in all school-offered subject courses. Cost of all course books and materials. Shuttle bus to and from school. Use of a school computer. Career and university counselling, CAS programme, homework assistance and study hour supervision. WiFi and internet access. City travel pass (for individual travel to and from school). Double occupancy room. Boarding housing: supervision, accommodation and meals (3 x day) for 37 teaching weeks of school and for winter break (1 week Feb = internship week). Residential trips and excursions.	
excludes	IB examination fees and other organisational services of the IB. Pamoja and Langford online courses. Private tuition or coaching. Musical instrument lessons. Private sports lessons. Liability, accident & medical insurance. Travel costs for personal reasons, bus/train tickets. Stay in the Boarding house during Holidays (autumn, Christmas, spring, summer). Personal shopping, theatre, cinemas, concerts, personal restaurant visits, personal sports/club memberships. Travel insurance for trips and excursions. Cost of medical care and medication. Personal mobile and smartphone costs. Rental or purchase of ski or other sports equipment. Cost of Swiss resident permit.	

As part of the visa requirements, the yearly school and boarding fees have to be paid in advance. The bank statement of the boarding fees paid is part of the documentation needed for visa applications. The school will send a bill once the enrolment is completed.



2.4. ISSH financial assistance standards

As part of our commitment to making admission to our school more widely available, we offer financial assistance to families and students in need. Below we have outlined our criteria for awarding financial assistance. As an independent school, our operations, including our financial aid programmes, are funded entirely by tuition fees. This underlines our commitment to ensuring that financial assistance reaches those who need it most, in line with our mission to provide a high quality education to a diverse student body.

The Financial Assistance assessment criteria are designed to ensure a fair and transparent process that prioritises applicants' financial needs. **Financial assistance is applicable to tuition fees only.**

Criteria	Details
Family financial means verification	<ul style="list-style-type: none">• Applicants must submit the most recent tax declaration as proof of family income and other financial means.• Additional documentation may be requested for a comprehensive understanding of the family's financial situation.
Number of children	<ul style="list-style-type: none">• Priority will be given to families with multiple children, as they are more likely to have higher educational expenses.• The number of children in the family enrolled in educational institutions will be a significant consideration.
Limits for consideration	<ul style="list-style-type: none">• Financial assistance will only be considered for families with a total annual income and other financial means below a certain threshold. This threshold will be set based on the cost of living in the area and the average income levels.• Families with overall financial means above this limit will not be eligible for financial assistance.
Special situations	<ul style="list-style-type: none">• Special situations such as unexpected medical expenses, loss of employment, or other financial hardships may also be considered as part of the overall evaluation.• Applicants are encouraged to provide details of any such situations in their application.
Commitment to education	<ul style="list-style-type: none">• Our assessment goes beyond financial metrics to consider the family's commitment to educational values and aspirations.
Renewal and re-assessment	<ul style="list-style-type: none">• While financial aid is generally capped at two (2) consecutive years to ensure fair distribution of resources, we understand that unique hardships occur. Extensions beyond this timeframe are not guaranteed but may be considered following a secondary individual assessment.

