



Tuition and Fees Schedule for the School Year 2023 / 2024

Early Years 3 – 6 year olds	per Month	per Year
Snack Fee for Frankfurt citizens (no tuition)	49 €	588 €
Tuition for non-Frankfurt citizens (incl. Snack Fee)	1,143 €	13,716 €

Primary School Grades 1 to 5**	per Month	per Year
Regular School Tuition	1,175 €	14,100 €
Reduced School Tuition Family Income below 85,000€ p.a.*	841 €	10,092 €
Reduced School Tuition Family Income below 55,000€ p.a.*	468 €	5,616 €
Reduced School Tuition Family Income below 45,000€ p.a.*	113 €	1,356 €
Reduced School Tuition Family Income below 35,000€ p.a.*	56 €	672 €

Secondary School Grades 6 to 10**	per Month	per Year
Regular School Tuition	1,448 €	17,376 €
Reduced School Tuition Family Income below 85,000€ p.a.*	976 €	11,712 €
Reduced School Tuition Family Income below 55,000€ p.a.*	468 €	5,616 €
Reduced School Tuition Family Income below 45,000€ p.a.*	113 €	1,356 €
Reduced School Tuition Family Income below 35,000€ p.a.*	56 €	672 €

Secondary School Grades 11 and 12**	per Month	per Year
School Tuition	1,589 €	19,068 €

Optional Fees	per Month	per Year
Lunch Fee	119 €	1,428 €
After School Care Fee	165 €	1,980 €
Extra English (4 lessons/wk. special EAL instruction) ***	98 €	1,176 €

One Time Fees	One-time payments
After School Club Fee (optional, per semester)	104 €
Registration Fee	1,000 €
MSF Joining Fee	5,100 €

*) For a definition of "Family income", please see section 4 point 2 below

**) The School endeavours to offer 25% of its places on a reduced school tuition basis



*** EAL, English as an additional language. Monthly fee for students in Grade 2 and above with a significant need for extra English lessons in order to be able to follow the MSF programmes. The school consults with the parents on any such specific EAL needs in advance. Students on reduced school tuition and/or an MSF Scholarship are exempt from that fee.

1. Registration Fee

The Registration Fee of 1,000 € 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 5,100€ is a one-time fee for enrollment of the child on the MSF student role as of the first day of school at Metropolitan School Frankfurt gGmbH ("MSF" or "the School"). This fee is payable within four weeks of having received the school contract. For students whose enrollment is contractually limited to a period of less than 6 months, only half of this fee is payable, otherwise the full Joining Fee applies. Students who have been granted Reduced School Tuition are exempted from that fee as long as they meet the Reduced School Tuition conditions.

3. Early Years' Tuition and Fees

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. The Early Years Tuition covers a morning and afternoon fruit/vegetable snack. The Early Years Tuition for Frankfurt citizens is set by the City of Frankfurt in December for the next calendar year.

4. Primary and Secondary School Tuition

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. Corona or other pandemic related laws may reduce the allowed programme hours and/or replace on campus instruction by remote learning and/or online learning.

Parents may opt for an income-adjusted tuition rate for their child. The monthly school fee depends upon the legal guardians' (*Erziehungsberechtigte*) sum of all positive gross earnings (*Summe der positiven Einkünfte*) and their total assets.

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 of school fees by an employer or company or other organization to the family (or directly to MSF), the normal tuition will apply. Since income adjusted tuition is designed to support families, not corporates, **exceptions from this rule are not possible.**

In order to qualify for an income-adjusted tuition for the following Academic Year, parents must submit **by 30th April** (no deadline extension possible):

1. A copy of their final Income Tax Report(s) of the year before the last year (*endgültige Einkommensteuerbescheide (EStB) des vorletzten Jahres, keine vorläufigen EStB*),



2. For the last calendar year a written confirmation of both parents'/guardians' tax consultants or of the local tax assistance association (*Lohnsteuerhilfeverein*) confirming that - based on all available preliminary information - the total taxable family income for the last calendar year (*Summe der positiven Einkünfte des letzten Kalenderjahres*) is expected to not exceed the total income threshold you are applying for,
3. The last 3 recent payslips (*Gehaltsabrechnung*) of both parents/guardians, 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,
4. A copy of the employment contract or a signed letter of the employer(s) to verify that there are no other employment benefits such as tuition support or housing cost support, etc.
5. A list of assets owned (*Vermögensaufstellung*) showing less than 100,000 € in total family assets (both guardians'/parents' sum of assets) to allow MSF to allocate reduced tuition and fees to families who actually need financial support.

In case any of these documents are incomplete or not plausible or presented after the due date 30th April, the regular, higher tuition rates for the school year starting in August will apply.

Please note that in order to ensure the fairness of this process to all members of our school community, any attempt to withhold or falsify relevant records or information will automatically lead to a rejection of the application for reduced tuition. In order for the fee reduction process to run in an organized and timely manner, there will be no deadline extension beyond the 30th April. Any documents presented after the deadline cannot be honored.

5. MSF Scholarships

Grade 1 to 10 families who did not qualify for a reduced school tuition may confidentially apply for an "MSF Scholarship" in May that reduces the normally payable monthly tuition significantly for the next Academic Year.

Grade 11 and 12 families may confidentially apply for an "MSF IB Diploma Years Scholarship" in May that reduces the normally payable monthly tuition significantly for the next Academic Year.

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

6. 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 at the end of the academic Year, notice must be given by the 31st March prior to the end of the Academic year.

In case notice is given between the 1st April 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 Academic Year based upon the 31st March reported number of students registered for the new school year.

For students leaving the School during the term of this contract, there is a two month notice period effective as of the last day of the month (*zweimonatige Kündigungsfrist zum Monatsende*). The above Early Termination Payment Schedule applies as of that effective termination date.

In case of any termination of a signed MSF school for a new student who has not started attending the school yet and where the termination is received by the school before the beginning of the new Academic Year, a payment of 25% of the following school year's tuition is due and payable.

7. Other Costs

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 invoice after the exams have been taken. The **IGCSE examination fees** for next school year will be approximately 102 € per examination subject with the exception of Coordinated Science (double award) which will be charged at approximately 204 €.

External **IB-Diploma examination fees** for next school year will be approximately 150 € registration fee and 95 € fee per subject plus 105 € for ToK, EE, CAS. If required, Grade 11 and 12 families may confidentially notify the MSF Director about their financial position in order to apply for school funding for those external examination fees.

School trips and excursions: are charged separately. Starting in Grade 3, there are 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. Corona and other pandemic related laws may reduce the allowed programme hours. There is a monthly fee for regular Afterschool Care. For an occasional use of Afterschool Care (ad hoc) the fee is 25 € per day, respectively 100 € per week, respectively 280 € per month.



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 per semester or per quarter for Afterschool Clubs (one-time fee for 6 months, respectively 3 months).

Lunch: The daily served hot lunch is optional and can be ordered through the school office. For terminations there is a 15 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 payable per month for each calendar month of the year including holiday months.

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 physical books, alternatively MSF may offer the option to purchase online 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.

The **Afterschool Care Late Pickup Fee** covers extra personnel cost for any pickup later than the MSF closing time which is 17:30. This fee is 10 € for every 5 minutes beyond the MSF closing time and 12.00 € for every 5 minutes after 18:00. It will be charged by direct debit at the end of the month.

8. 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' or guardians' German bank account, except for IGCSE and IB Diploma examination fees which are charged by invoice.

The monthly tuition payments as well as the monthly school lunch and after school care payments are charged in 12 equal monthly installments.

In case a direct debit is not going through/rejected the School charges a handling fee of 10 € for each rejection plus the bank's rejection fee. In case of three rejected direct debits in one school year, the school is entitled to require semester by semester pre-payments with immediate effect.

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

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