



## FEES 2024-2025

### TUITION FEES:

Early Years Primary School		
Kindergarten 3 and 4	Age 3 – 5	3,887 € / term
Kindergarten 5	Age 5 – 6	4,149 € / term
Primary School		
Grades 1 and 2	Age 6 – 8	5,393 € / term
Grades 3, 4 and 5	Age 8 – 10+	5,973 € / term
Secondary School		
Grades 6, 7 and 8	Age 11 – 13+	7,146 € / term
Grades 9 and 10	Age 14 – 15+	7,823 € / term
Grades 11 and 12	Age 16 – 18+	8,177 € / term

### EDUCATIONAL MATERIALS FEE:

Kindergarten	295 € / year
Grades 1 through 5	370 € / year
Grades 6 through 8	450 € / year
Grades 9 through 12	620 € / year

### ADMISSION FEES:

The following fees apply for students who are **joining the school:**

Application Fee:	1,000 €
Deposit:	1,500 €

The following fees apply for students who are **entering Grade 1 or joining the school above that point:**

Enrolment Fee:	3,000 €
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### SPECIAL CHARGES:

The following charges apply to users only:

- **School buses:** we currently operate 7 separate routes; more information is available from Cartour at [icstransport@cartour.es](mailto:icstransport@cartour.es).
- **School lunches:** the cafeteria provides hot meals and the school coffee shop offer snacks. Students can also bring their own food from home. More information is available at [schoollunch@icsmadrid.org](mailto:schoollunch@icsmadrid.org).
- **Examination entry:** students who sit for IB Diploma Programme, IB Middle Years Programme and other public examinations are required to pay entry fees.
- **English as an Additional Language:** some students may be required to enrol in EAL classes. If the School decides that this is necessary, a supplementary charge of 3,650 € per annum will apply.
- **Learning Support:** some students may be required to enrol in Learning Support classes. If the School decides that this is necessary, a supplementary charge of 3,650 € per annum in Primary and 4,100 € per annum in Secondary will apply.
- **First Language Tuition:** tuition in determined first languages (e.g. Arabic, French, Dutch, Hebrew, Italian, Japanese, Swedish etc.) can be arranged and will involve an extra charge.

# EXPLANATORY NOTES

The tuition fee covers the major costs of providing an international education in accordance with the school's Vision and Mission. There are 3 terms in the year.

## TUITION FEES

- Payment of the tuition fees for the entire academic year, made before 1st June 2024, will gain a discount of 3% of the total Tuition Fee.
- For the convenience of parents, the annual tuition fee is divided into three equal instalments made per term. The tuition fee for all students attending the school during the academic year is the sum of these three instalments. This includes Grade 12 who finish their examinations at the end of May where the full year's fees, stated in the Parent and Student Handbook, are due in three equal payments.
- Payment for each term must be made on or before the 1st July, 1st December and 1st March irrespective of each term start date.
- There is a discount of 5% of the tuition fee for the third younger brother or sister and a further discount of 10% for successive children.
- If a student leaves during the academic year and the tuition fee has been paid in full, a return will be made for the term(s), which have not been started.
- If a student joins or leaves ICS when the term has already begun, he will be charged the full-term fee, regardless of the date of entry.
- In order to guarantee a place for the following school year, there is a re-enrolment fee of 1,300 € per student. This is a pre-payment that will be deducted from the first term's fees.

## EDUCATIONAL MATERIALS FEE (EMF)

- The EMF covers the main costs of textbooks, workbooks, student stationery, presentation materials etc.
- The EMF applies annually for each student.
- Payment must be made on or before the 1st of July each year.
- The EMF cannot be returned, and the books remain the property of the family.
- Students who join or leave ICS during the course of the academic year will be charged the full EMF, regardless of the date of entry.

## APPLICATION FEE

- The application fee covers the cost of the admissions process and applies only once per student.
- Payment must be made before the formal admissions process can begin.
- The application fee will be returned if the school cannot offer a place to the student.

## ENROLMENT FEE

- The enrolment fee reserves the place offered by the school and contributes to the costs of improvements to the school's facilities.
- The enrolment fee applies only once per student from Grade 1 upwards, and this applies to all students who have started in Kindergarten when they reach Grade 1.
- Payment must be made immediately, following the formal offer of a place for the student.
- The enrolment fee will not be returned.

## DEPOSIT

- The deposit is used as a guarantee that all bills will be paid; one deposit applies per student.
- Payment must be made immediately following the formal offer of a place for the student.
- The deposit is returnable provided that no fees are outstanding, and the school is given two months' notice in writing that the student will be leaving.
- In the event of a refund of the deposit, please email [accounts@icsmadrid.org](mailto:accounts@icsmadrid.org), providing the account bank number and account holder's name.

## ADDITIONAL INFORMATION

- Tuition fees include medical insurance.
- Tuition fees for students in Grades 9 through 12 include the provision of careers advice and guidance on university placement. Parents are encouraged to get involved in these activities.
- The school is not liable to return fees in the event of having to close for a period of time due to "fuerza mayor" including natural disasters, medical epidemics and pandemics.

## NON-PAYMENT OF FEES

- If any fees are outstanding from the previous term, students will not be allowed to return to school to start the following term. If any fees are outstanding students will not be allowed to participate in any trips organised by the school. If payment has not been made and the Principal has not confirmed otherwise in writing, then you may be advised not to send your child to school. In addition, their places at the school can be re-allocated to students on the waiting list. The school also reserves the right to charge interest at the rate of up to 10% per month on overdue accounts. Delays in payment for optional services such as the school lunches, the school bus service, the extracurricular activities programme, etc. will result in the interruption of these services for the students concerned.
  - Please note that the only people responsible for payment of the school fees are the parents or legal guardians of the student.
  - In the case of non-payment of any fees that should be paid by a company, the parents must follow this up with their employers immediately. The school will not pursue non-payment through companies.