

Payment Terms

German International School Accra

1. General Information

The payment terms apply to families whose child attends the German International School Accra.

The school year begins on 14. August 2023 and ends on 21. June 2024.

The first billing semester begins on 01. August and ends on 31. January of the following year.
The second semester begins on 01. February and ends on 31. July.

In case of registration and deregistration during the year, the fee will be determined and calculated by the accounting department on a pro rata basis.

Invoices, reminders and other correspondence will be sent by email only.

Parent/ guardian email addresses will be registered when children are enrolled. It is the responsibility of the parent/ guardian to inform the school immediately of any changes in email addresses. Furthermore, they must ensure that the e-mails can be delivered. The legal guardians are obliged to observe the e-mails of the school.

2. Registration and Admission Fees

When enrolling a child, a one-time registration and admission fee is charged. This is to be transferred to the GISA account shortly after submission of the admission forms. A corresponding invoice will be sent to you.

A child is not considered admitted until the registration and admission fee has been received.

The registration and admission fee are not refundable in any form or creditable against any other fees.

The amount of the fees can be found in the current fee table.

Upon remittance of the registration and admission fee, your child is guaranteed a place in the kindergarten or school at GISA.

The German International School Accra reduces the admission fee by 25% for the second child, 50% for the third child and 75% for the fourth child.





3. School Fees

School fees are charged for each child at the school according to the respective grade level.

The amount of school fees for each grade level can be found in the current fee table.

School fees are billed for each school semester if the child remains for an entire school year. There is an option to pay in full at one time.

If remaining at GISA for less than 8 months, tuition will be prorated.

Tuition is payable when due. The due date is shown on the invoice.

If enrolled during the school year, tuition is due within two weeks of the invoice date.

School fees are reduced by 10% for the third child and for each additional child.

School trips as well as work materials are not included in the school fees and must be paid separately.

4. Extra-Curricular Activities

Our school offers study groups as well as after-school care. An extra fee is charged for these offerings, which appears on the school fee bill.

5. Deregistration

The deregistration of a child from the school must be made in writing, using the notice of withdrawal. The deregistration should be communicated to both the administration and the headmaster.

The deregistration and notice period are three months. At the end of the school year, notices of withdrawal must be received no later than the Easter break of the current school year.

Failure to meet this deadline will result in an additional fee of two months tuition for the child/children.

Failure to pay school fees, despite multiple reminders will result in legal action. The family will be billed for court and attorney fees incurred.





6. Scholarship

Our school offers scholarships for school in the school year 2023/2024.

The school fees of the self-paying families in this case can be reduced by 40% of the "self-paying school fees".

The criteria for a scholarship will be sent to you upon request.

A committee consisting of headmaster, board and parents' representatives will decide on each application individually.

There is no entitlement to a reduction or to a scholarship.

7. Payment Methods

The school will accept transfers to the various DISA bank accounts. The account details are:

Euro

- Landesbank Baden-Württemberg
Am Hauptbahnhof 2, 70173 Stuttgart
Konto-Name/Account Name: German Swiss International School – Accra
Konto-Nr./ Account No.: 1 505 834
IBAN: DE89 6005 0101 0001 5058 34
BIC/SWIFT: SOLADEST600
- Ecobank Ghana Ltd.
Branch: Ring Road Central
Account Name: German International School - Accra
Account No.: 3441000212718 (**Forex**)
Account No.: 2441000212720 (**Foreign**)

GHC

- Ecobank Ghana Ltd.
Branch: Ring Road Central
Account Name: German International School - Accra
Account No.: 1441000212721 (**Main**)
Account No.: 1441000212723 (**Fee Collection A/C**)

USD

- Ecobank Ghana Ltd.
Branch: Ring Road Central
Account Name: German International School - Accra
Account No.: 3441000212722 (**Forex**)
Account No.: 2441000212719 (**Foreign**)



8. Dunning and suspension of benefits procedures

The issued invoices must be paid according to the due dates. Delays in payment beyond the established due dates will be subject to reminders. The first reminder is issued one day after the due date for payment.

If the payment remains outstanding, a second reminder will follow at an interval of another week after the set payment due date.

If the arrears are not paid after the second reminder, the school will initiate proceedings leading to the temporary suspension of services, i. e. report cards, school attendance as well as additional services.

Suspension of services does not result in a reduction of the fee debt.

The suspension of benefits will be immediately withdrawn when arrears are cleared. If arrears continue beyond summer vacation, children will be considered disenrolled and will not be allowed to attend classes in the new school year.

The school further reserves the right to hold payers legally responsible after the second reminder.

9. Parents Association

The contribution to the Parents Association is 10,00€ per family and school year. This contribution is obligatory.



Overview pro rata calculation of school fees

Registration and admission fees

Duration in months		Registration fee	Admission fee
Up to three months	1st Child	125,00€	910,00€
	2nd Child	125,00€	690,00€
	3rd Child	125,00€	460,00€
	4th Child	125,00€	230,00€
Up to five months	1st Child	190,00€	1.360,00€
	2nd Child	190,00€	1.040,00€
	3rd Child	190,00€	695,00€
	4th Child	190,00€	345,00€
Over five months	1st Child	255,00€	1.815,00€
	2nd Child	255,00€	1.385,00€
	3rd Child	255,00€	925,00€
	4th Child	255,00€	460,00€

If school attendance does not exceed eight months (enrollment/disenrollment during the school year), tuition is calculated as follows:

Expatriates

	Kindergarten	Preschool	Class 1-4	Class 5-10
Annual Fee	6.690,00€	9.400,00€	12.475,00€	15.875,00€

Duration of school and kindergarten attendance with monthly data

1 Month	803,00€	1.128,00€	1.498,00€	1.906,00€
2 Months	1.606,00€	2.257,00€	2.995,00€	3.812,00€
3 Months	2.409,00€	3.385,00€	4.493,00€	5.717,00€
4 Months	3.212,00€	4.514,00€	5.990,00€	7.623,00€
5 Months	4.016,00€	5.642,00€	7.488,00€	9.529,00€
6 Months	4.819,00€	6.771,00€	8.986,00€	11.435,00€
7 Months	5.622,00€	7.899,00€	10.483,00€	13.340,00€
8 Months	6.425,00€	9.028,00€	11.981,00€	15.246,00€

Direct Payers

	Kindergarten	Preschool	Class 1-4	Class 5-10
Annual Fee	6.195,00€	6.195,00€	8.715,00€	10.615,00€

Duration of school and kindergarten attendance with monthly data

1 Month	744,00€	744,00€	1.046,00€	1.274,00€
2 Months	1.487,00€	1.487,00€	2.092,00€	2.549,00€
3 Months	2.231,00€	2.231,00€	3.139,00€	3.823,00€
4 Months	2.975,00€	2.975,00€	4.185,00€	5.097,00€
5 Months	3.718,00€	3.718,00€	5.231,00€	6.372,00€
6 Months	4.462,00€	4.462,00€	6.277,00€	7.646,00€
7 Months	5.206,00€	5.206,00€	7.324,00€	8.920,00€
8 Months	5.950,00 €	5.950,00€	8.370,00€	10.194,00€

Nursery

	Direct Payers	Expatriates
Annual Fee	6.195,00 €	6.690,00€

Duration of Nursery attendance with monthly data

1 Month	744,00€	803,00€
2 Months	1.487,00€	1.606,00€
3 Months	2.231,00€	2.409,00€
4 Months	2.975,00€	3.212,00€
5 Months	3.718,00€	4.016,00€
6 Months	4.462,00€	4.819,00€
7 Months	5.206,00€	5.622,00€
8 Months	5.950,00€	6.425,00€

All-Day Care Nursery, Kindergarten and Preschool

	1st semester	2nd semester
Amount	760,00€	760,00€

Duration of all-day care – monthly rates

1 month	130,00€	130,00€
2 months	255,00€	255,00€
3 months	380,00€	380,00€
4 months	510,00€	510,00€
5 months	635,00€	635,00€

With my signature I confirm that I have taken note of the payment terms. Questions and ambiguities were clarified in advance with the administration and accounting.

Name of child

Signature Legal Guardian

Signature Legal Guardian

