

## Fee Regulation of the DSSI

*Note: This is a translation of the original text. In cases of doubt the original version in German shall apply.*

### Preamble

At the Deutsche School Seoul International (DSSI), every parent or guardian whose children attend the school or kindergarten is a member of the DSSI School Association. By joining the DSSI School Association, members agree to pay the fees according to the current fee overview. DSSI is a parent-run school association, represented by the Board of Directors, which is made up of committed and volunteer parents of DSSI students.

### § 1 General

The school fees as well as any other fees and contributions are set by joint decision of the General Meeting (MVV) or by the School Board in accordance with the School Statutes.<sup>1</sup>

Parents/guardians are responsible for the punctual and full payment of all fees due.

### § 2 Fees<sup>2</sup>

#### 1. Processing and admission fee

- A processing fee<sup>2</sup> is due upon submission of the application for registration. This serves to cover the costs of processing the admission process.
- The processing fee is charged per child and is non-refundable.
- The admission fee<sup>2</sup> per family is due after successful acceptance into the school association as well as upon entry into the kindergarten / school. If the family is already a member of the school association the admission fee is waived if additional children are enrolled.
- Admission to the School Association is decided by the Board of Directors.<sup>3</sup>
- If a child is re-enrolled at DSSI within 365 days after having been deregistered, it will not be necessary to pay the processing and enrollment fee again.

#### 2. School and kindergarten fees

- School and Kindergarten fees are to be paid for regular attendance at school in accordance with the current fee schedule.

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<sup>1</sup> Cf. Articles of association of the DSSI §10 point 8, §20 (2)

<sup>2</sup> Cf. Current fee overview

<sup>3</sup> Cf. Articles of association of the DSSI §4 (1)

### 3. Guest and exchange students

- Visiting students do not pay fees for a visit to the school for up to 5 days. The Kindergarten and school management decide on this possibility.
- Exchange students of up to one school year are only possible at the school from the 5th grade onwards. The duration of the stay is determined in advance. The school fees for an exchange stay at the DSSI are paid in full in advance. The fee is calculated “per month or part thereof times twelfths of the annual fee”.
- Students who wish to go on a temporary exchange to another country can only maintain the right to a school place at DSSI if an application is made in advance. In order to keep the school place free, half of the annual fee for the quarters completely absent (see § 6) must be paid.

### 4. Membership of the school association

- All legal guardians whose children attend the school / kindergarten and pay the currently valid fees for attending the school / kindergarten are automatically members of the DSSI School Association.<sup>4</sup>
- Membership of the DSSI School Association by persons without children at DSSI is possible in principle. The Board of Directors decides on membership of the School Association; a membership fee is charged annually.

### 5. School bus fee

- Children and students can travel to DSSI by school bus, provided there are free seats. The school bus fee is to be paid according to the current fee overview.

### 6. Calculation of fees for enrolment or withdrawal during the school year

- In case of registration after the beginning of the school year or deregistration before the end of the school year, the school, kindergarten and school bus fees are calculated as follows:

<b>Period</b>	<b>Fee calculation on entry</b>	<b>Fee calculation of withdrawal</b>
1.8. - 31.10.	100 % of the annual fee	25 % of the annual fee
1.11. – 31.1.	75 % of the annual fee	50 % of the annual fee
1.2. - 30.4.	50 % of the annual fee	75 % of the annual fee
1.5.- 31.7.	25 % of the annual fee	No refund

<sup>4</sup> Cf. Articles of association of the DSSI §3 (1)

### § 3 Payment methods

1. The fees referred to in § 2 shall be paid by the due date as specified in the respective invoice.
2. In principle, the fees shall be paid by bank transfer. Bank details and invoice number are to be taken from the invoice. It is necessary to quote the invoice number of the corresponding payment.

### § 4 Payment modalities

1. In principle, fees shall be paid as an annual fee before the beginning of the school year after the invoice has been issued. The payment date is the date stated on the invoice. It is possible to pay school fees in half-yearly instalments. For this purpose, a written request must be submitted to [admission@dsseoul.org](mailto:admission@dsseoul.org) within 14 days of receipt of the invoice.
2. In the case of a half-yearly instalment payment, an administration fee of 1% on the annual amount of the school fees per invoice will be charged.

### § 5 Missed payments

If fees (school, kindergarten and school bus fees) are not paid by the due date, interest on arrears of 3.3% annual interest based on the invoice amount will be charged. Only full months will be charged. Failure to comply with the request for payment despite a reminder may result in exclusion from the school/kindergarten. The DSSI reserves the right to take legal action to ensure payment of outstanding amounts.

### § 6 Tuition Fee Reduction

Families experiencing financial difficulties can apply for a tuition reduction for students. Detailed information and the application form are available from the administration upon request to [admission@dsseoul.org](mailto:admission@dsseoul.org).

### § 7 Force majeure

In the event of exceptional circumstances (e.g. extreme weather conditions, war, pandemic) requiring the temporary closure of the nursery/school, fees cannot be refunded. This is necessary to ensure the financial stability of the DSSI and the continuation of kindergarten/school operations once the situation returns to normal.

This fee regulation was decided by the Board of the Deutsche Schule Seoul International and comes into force on June 5<sup>th</sup>, 2026.