



## ST. STEPHEN'S SCHOOL FEE SCHEDULE AND FINANCIAL INFORMATION 2023-2024

|   |      |        |
|---|------|--------|
| Tuition Fee                               | Euro | 28.960 |
| Boarding Fee                              | Euro | 20.453 |
| Locally sourced lunch (Day students only) | Euro | 1.590  |
| Capital Assessment Fee                    |      |        |
| New Students                              | Euro | 1.500  |
| Returning Students                        | Euro | 500    |
| Spring Trip Deposit                       | Euro | 500    |

### 1. TUITION FEES

Tuition fees are due in full before the beginning of each semester. Please refer to the chart below for the complete payment schedule. **60% of tuition (€17.376) is due on July 1, 2023 (1st installment) and 40% (€11.584) on December 1, 2023 (2nd installment).**

Late payments or payments made by installment may be subject to a 1,5% interest charge per month.

Semester students pay half the published amount for tuition, boarding and capital assessment.

Invoices issued after the beginning of the school year must be settled by the first day of attendance.

A student will not be permitted to attend classes unless the first installment has been paid in full. Any exemption must be approved by the Head of School in writing.

The lunch fee is mandatory for day students; no refunds or discount will be given for meals not taken. The lunch fee is included in the boarding fee.

The capital assessment fee covers all didactic expenses such as books, instructional materials, and laboratory fees.

St. Stephen's has two mandatory trip periods during the school year. The cost of the fall trip is included in the tuition fees and no refund will be given to students who do not participate.

**The spring trip will be billed according to the final cost; a 500 Euro deposit must be paid with the initial installment.**

### 2. BOARDING FEES

**Boarding fee installments are payable on the due dates of July 1, 2023 and December 1, 2023** and are subject to all of the conditions which apply to the tuition fees. **60% (€ 12.272) is due July 1, 2023 (1<sup>st</sup> installment) and 40% (€ 8.181) December 1, 2023 (2<sup>nd</sup> installment).** Please refer to the chart below for the complete payment schedule.

A 100 Euro damage deposit will be required of all boarders at the time of registration. This amount will be refunded at the end of the academic year minus any cost for damage to the room and its contents.

It is strongly recommended that parents establish a Supply and Expense Account with the school on which the student can draw money to cover allowance and expenses such as medical and dental bills, telephone and postage, etc. The boarding department suggests an initial deposit of 300 Euro.

### 3. APPLICATION FEE

An application fee of 300 Euro must accompany the application form and is non-refundable.

#### 4. ADDITIONAL FEES

**IB candidates are charged a 1.000 Euro IB administration fee, billed in November of the first and second years of the IB Diploma Programme.** For students registering for IB certificates only, this fee is pro-rated according to the number of examinations taken. The fee is not refundable for Diploma candidates who change IB registration category after the initial registration deadline. In early November, IB examination fees are assessed and processed by the school according to the number of individual examinations being taken in any given session.

**All seniors are charged a 500 Euro Senior fee to cover the costs of graduation, final transcripts and college admissions procedures.**

Students who request legalization of their IB Diploma will be billed separately.

#### 5. FINANCIAL AID

Limited financial aid is available. Financial aid forms should be obtained from the Director of Financial Aid. A sibling discount is given to families with more than one child enrolled at St. Stephen's.

#### 6. ADDITIONAL FINANCIAL INFORMATION

Parents or guardians are responsible for payment of all school fees. Payment may be made by bank transfer or Euro check at the Business Office. Payments in US dollars are accepted at the rate of exchange quoted on the date of payment.

If a student withdraws or is asked to leave the school, no refunds of tuition, boarding, or any other fees will be granted. Failure to settle payment when due will result in withholding of all documents and transcripts until payment is made.

**A non-refundable €4.000 deposit is due at the time of the enrollment for new day students and €5,000 for new boarding students. This will be credited to the second installment.**

**A non-refundable € 2.000 deposit is due at the time of re-enrollment. This will be credited to the second installment.**

| PAYMENT SCHEDULE               |                             |                             |            |
|--------------------------------|-----------------------------|-----------------------------|------------|
|                                | 2023-24                     | 2023-24                     | 2023-24    |
|                                | 1 <sup>st</sup> installment | 2 <sup>nd</sup> installment | Total fees |
|                                | by July 1, 2023             | by Dec. 1, 2023             |            |
|                                | 60 %                        | 40 %                        |            |
|                                | Euro                        | Euro                        | Euro       |
| Tuition Fees                   | 17.376                      | 11.584                      | 28.960     |
| Lunch Fees                     | 954                         | 636                         | 1.590      |
| Spring Trip Deposit            | 500                         | -                           | 500        |
| Boarding Fees                  | 12.272                      | 8.181                       | 20.453     |
| Capital Assessment (New)       | 1.500                       |                             | 1.500      |
| Capital Assessment (Returning) | 500                         |                             | 500        |

**All fees for the academic year are due to the school even if the student withdraws or is dismissed.**