

## **SCHEDULE OF FEES – PAYMENT TERMS AND PROCEDURES**

### **ACADEMIC YEAR 2026 - 2027**

School fees, policies and procedures may change from year to year. Parents are advised to familiarise themselves with current information which is available in the Parent Portal.

1. **ASSESSMENT FEE (New Students)** ..... €115.00
2. **ADMISSIONS FEE (New Students)**  
All classes ..... €260.00
3. **RE-ENROLMENT FEE (Continuing Students)**  
All classes ..... €100.00
4. **RESERVATION DEPOSIT**  
(non-refundable – set off against tuition fees)  
All classes ..... €1,000.00
5. **REGISTRATION DEPOSIT**  
All classes ..... ABOLISHED
6. **TUITION FEES (Annually: 1<sup>st</sup> September – 31<sup>st</sup> August)**

<b><u>KINDERGARTEN</u></b> .....	See separate sheet
<b><u>PRIMARY SCHOOL</u></b>	
Pre Reception - Reception .....	€4,815.00
Years 1 + 2 .....	€6,140.00
Years 3 + 4 .....	€7,340.00
Years 5 + 6 .....	€7,585.00
<b><u>SECONDARY SCHOOL</u></b>	
Years 7 + 8 .....	€7,945.00
Year 9 .....	€8,665.00
Years 10 + 11 .....	€9,150.00
Years 12 + 13 .....	€9,515.00
7. **MISCELLANEOUS CHARGES - (Payable annually in advance)**

<b><u>Composite Fee:</u></b> (Library/Art Materials/Laboratory/Accident Insurance/Information Technology)	
Primary School .....	€250.00
Secondary School .....	€375.00
<b><u>Books:</u></b>	
Primary School .....	€340.00
Secondary School .....	Purchased separately
<b><u>External Exams:</u></b>	All exam fees (e.g. IGCSE, 'A' Level, ECDL etc.) will incur an additional charge
<b><u>CAT4, NGRT, PASS TESTS:</u></b>	
Years 3 + 6 + 9 CAT4 .....	€30.00
Years 2 + 6 NGRT .....	€15.00
All Years PASS .....	€8.00
<b><u>Trips &amp; other special projects:</u></b>	Students will be charged separately for trips and other projects
<b><u>School Uniform:</u></b>	Available from the School Shop
8. **ADVANCE PAYMENT DISCOUNT for Academic Year 2026-2027 only:**  
Full payment by 31<sup>st</sup> May 2026: 5% on tuition fees only.
9. **SIBLING DISCOUNTS for Academic Year 2026-2027 only:**  
When two or more children from the same family are placed in the school, discounts on the TUITION FEE ONLY will be allowed as follows: 10% for the second child, 20% for the third child and 25% for the fourth child.

FOR EXPLANATIONS AND MORE INFORMATION ABOUT PARENTS' FINANCIAL OBLIGATIONS, PLEASE REFER TO THE PAYMENT TERMS AND PROCEDURES (overleaf).  
FEES MAY INCREASE UP TO 6% ANNUALLY.

I have read, understood and I accept the school's policies and the schedule of fees/payment terms and procedures:

.....  
Parent's/Guardian's Full Name

.....  
Signature

.....  
Date

## **PAYMENT TERMS AND PROCEDURES - ACADEMIC YEAR 2026-2027**

A. **ADMISSIONS FEE:** It is paid once only upon registration irrespective of how long a student remains in school and it is **non-refundable**. **Enrolment for the next Academic Year will not be accepted, unless fees and/or other charges for the previous year have been fully settled.**

B. **RE-ENROLMENT FEE:** Payable on a yearly basis upon registration and it is **non-refundable**.

C. **RESERVATION DEPOSIT (new):** A Reservation Deposit of €1,000 (one thousand Euros) per student shall be payable by no later than 31<sup>st</sup> January 2026 to reserve a place for the 2026-2027 academic year. The Reservation Deposit is non-refundable and shall be credited against the student's fees for the 2026-2027 academic year. If the Reservation Deposit is not paid within the specified deadline, then the student's place for the 2026-2027 academic year will not be guaranteed.

D. **REGISTRATION DEPOSIT (old- abolished):** Effective from the commencement of the 2026-2027 academic year, the School hereby confirms that the existing Registration Deposit shall be abolished in its entirety. All Registration Deposits held on students' accounts will be credited to the students' accounts, to be set off against their tuition fees.

**New Students/Re-registering students** are expected to report to school at the start of the academic year/projected starting date, following the school calendar. The registration/re-registration will automatically be cancelled for all students who fail to return on the first day of the academic year/projected starting date, and who fail to obtain written permission from the Head Teacher of School prior to the beginning of lessons, if there is a serious reason causing them to start late. In addition, the school reserves the right to demand payment for the academic year.

E. **COMPOSITE FEE:** This fee is payable in advance and covers Computers, Laboratories, Library, Art and Accident Insurance. This fee is non-refundable even when a student does not complete the academic year.

F. **BOOKS:** Books are payable in advance for the year.  
**Primary School:** children pay a projected amount for the loan of books and the purchase of workbooks throughout the academic year, which is based on an estimate of the cost of these items during the previous year. If additional books/materials are deemed necessary during the running year, parents may be asked to supplement this amount. All books should be returned to the school at the end of each academic year or upon the child leaving the school if it is during the year. This fee is not refundable even when a student does not complete the academic year. Parents will be asked to pay for any loss or damage to books to cover replacement costs.  
**Secondary School:** children must buy their books and any materials needed as advised.

G. **TUITION FEES:** Tuition Fees vary according to class. The school quotes its fees **per annum (1<sup>st</sup> September – 31<sup>st</sup> August)** paid in three instalments as follows:

- FIRST INSTALMENT 40% By 31<sup>st</sup> August 2026
- SECOND INSTALMENT 40% By 1<sup>st</sup> December 2026
- THIRD INSTALMENT 20% By 31<sup>st</sup> January 2027 (next year's re-registration deadline)

**Advance Payment:** A discount of 5% is allowed **on tuition fees for this year only**, when the entire year's fees are fully settled in advance by 31<sup>st</sup> May 2026.

**STUDENTS WITHDRAWING** during the academic year are still liable to pay for the entire year's fees.

H. **OTHER CHARGES:**

- Certain afternoon activities (e.g. ESL, Remedial classes, Homework classes etc.)
- Trips and other projects
- External examinations (where applicable)
- Students with a modified curriculum of the Enhancement Department will incur additional charges depending on the programme followed
- Students are charged for any loss or damage caused by them to any school property

I. **LATE PAYMENTS:** A surcharge at the level of current interest rates may be charged on the whole amount outstanding up to the time payment is made. The school holds both parents responsible for fee payment, unless the school receives alternative formal instructions in writing.

J. **REFUNDS:** Any fees paid are not refundable and non-transferable, under any circumstances.

K. **FEES:** Are payable in cash (cash payments are restricted by law to €10,000 per family, per academic year), by standing order, by credit card, through the JCC Smart portal or by direct transfer to the school's bank account(s). Bank and other details are provided on the following page.

**DISCLAIMER:** The International School of Paphos takes all reasonable steps to provide continuity of service and in no way can it be held responsible for any interruptions/disruptions caused by circumstances beyond its control.

## **SCHOOL'S BANK ACCOUNTS:**

### **Bank of Cyprus Public Company Ltd**

**Account Name:** I.V. Educational Management Services Ltd

**Account Number:** 357013466780

**IBAN Number:** CY41 0020 0195 0000 3570 1346 6780

**Swift BIC:** BCYPKY2N

### **Eurobank Ltd**

**Account Name:** I.V. Educational Management Services Ltd

**Account Number:** 511-01-433017-01

**IBAN Number:** CY20 0050 0511 0005 1101 4330 1701

**Swift BIC:** HEBACY2N