



ADMISSION REQUIREMENTS AND FEE STRUCTURE 2023/2024

ADMISSION REQUIREMENTS

PRE-SCHOOL

Pupils can attend the Pre-School from the age of 3 years (having had their third birthday before the 1st of September) and should begin their school life potty-trained. Should the School assess that pupil is not yet fit to attend the class and/or is not fully potty-trained, we acknowledge that the School reserves the right to terminate the Registration & Contract with immediate effect in accordance to point 5 of it.

GRADES 1 to 5

Pupils can attend Grade 1 from the age of 6 years.

GRADES 6 to 11

Pupils can attend Grade 6 from the age of 11 years (from Grade 6 implementation of MYP).

SUPPORTING DOCUMENTATION

Enrollment registrations must be made by submitting following documents duly filled in and signed:

- Registration & Contract duly filled-in and signed
- Last page of this document duly filled-in and signed
- Last page of OTR Internal Rules duly filled-in and signed

Following supporting documents have to be submitted as soon as they are available and, unless where specified, before the first day of school:

- Extended Residence Certificate
- OTR Medical
- Allergy/disease management instructions (in case of allergies or other diseases)
- Copy of the vaccination record
- A digital picture of the pupil
- **ONLY FOR NON-EU NATIONAL***. **The first available between the following documents:**
 - Certification issued by the “Ministère de la Santé – Direction de la Santé” certifying that the child has undergone the mandatory medical examination
 - Negative result of TB screening

Enrollment invoice must be paid within the Payment term (stated in the invoice).

***ATTENTION**: The school will not be able to accept children without one of these documents.

2023/2024 FEES STRUCTURE

OTR International School is a private and fee-paying School, the amount of which is set each year by the Board of Directors. This fee is reviewed at the beginning of each school year and based on annual financial plan.

OTR International School is an a.s.b.l (a non-profit organisation), an association that “does not undertake industrial or commercial operations and does not seek to provide its members with any material gain”. Rates are calculated after having taken into account the annual subsidy from the “Ministère de l’Education Nationale, de l’Enfance et de la Jeunesse”.

Our school fee’s structure varies essentially depending on pupil class and annual cost are:

Registration fee: € 300 (not refundable)

To be paid at registration for each child newly enrolled.

Deposit: € 450

Invoiced at enrolment, it can be refunded after definitive leaving the school, subject to all outstanding invoices are settled and upon parents’ request.

Tuition fee:

	1 st child	for 2 nd child (10%)	from 3 rd child (discount for all of them)
- <u>Pre-School</u>	€ 11 515*	€ 10 365*	€ 10 365* (-10%)
- <u>Grades 1-5</u>	€ 12 955*	€ 11 660*	€ 11 010* (-15%)
- <u>Grades 6-10</u>	€ 14 555*	€ 13 100*	€ 11 644* (-20%)
- <u>Grade 11</u>	€ 14 710*	€ 13 240*	€ 11 768* (-20%)

A prepayment of not refundable Tuition fees for EUR 2 000 (EUR 1 800 starting from 2nd child) will be invoiced at 1st registration.

Depending on the attended class, Tuition fee includes educational and didactical materials.

For the first enrolled school year, Tuition fee is adapted as prorata based on the effective starting month over a total of 10 school months.

For Grade 10 students willing to get (not mandatory) the MYP diploma, an exam fee of EUR 500 will be billed separately.

* Tuition fees are based on Luxembourg salary index fixed as of April 2023, at **921,93** by the STATEC.

Any increase of the above-mentioned index will entail an automatic and proportional increase on Tuition fees starting from the month of the index increase.

Stability Fund: no Stability Fund is required for the school year 2023/2024

The Stability Fund, paid at the beginning of each school year (in accordance with the advice of the Private Schools Controlling Commission dated October 10th, 2007), serves to provide the school with

a financial reserve to deal with a negative situation that could not be foreseen at the time of approval of the financial planning.

Building Fund: no Building Fund is required for the school year 2023/2024

In accordance with the advice of the Private Schools Controlling Commission dated October 10th, 2007 OTR International School may request Parents to participate to finance the School's expenditure on building and equipment.

Annual fees table:

		School fees year 2023/2024			
		Annual Tuition fees	Stability Fund	Building Fund	Registration & Deposit
1 st Child	MAT	11.515,00 €	0,00 €	0,00 €	Deposit* 450,00 €
	G1-G5	12.955,00 €			
	G6-G10	14.555,00 €			
	G11	14.710,00 €			
-10% 2 nd Child	MAT	10.365,00 €	0,00 €	0,00 €	1 st Registration 300,00 €
	G1-G5	11.660,00 €			
	G6-G10	13.100,00 €			
	G11	13.240,00 €			
3 and more children (to all children)	MAT	10.365,00 €	0,00 €	0,00 €	* Refundable after definitive leaving the school
	G1-G5	11.010,00 €			
	G6-G10	11.644,00 €			
	G6-G11	11.768,00 €			

Invoiced at enrolment:

		1 st Registration
1 st Child	Pre-paid Tuition fees	€ 2 000
	Stability Fund	-
	Building Fund	-
	Deposit	€ 450
	Registration	€ 300
	TOTAL	€ 2 750
From 2 nd Child	Pre-paid Tuition fees	€ 1 800
	Stability Fund	-
	Building Fund	-
	Deposit	€ 450
	Registration	€ 300
	TOTAL	€ 2 550

Tuition billing calendar:

		Tuition fees 2023/2024			
		Already paid at enrollment	Before 15/10/23	Before 15/01/24	Before 15/05/24
1 st Child	MAT	€ 2 000	€ 2 155	€ 3 680	€ 3 680
	G1-G5	€ 2 000	€ 2 675	€ 4 140	€ 4 140
	G6-G10	€ 2 000	€ 3 255	€ 4 650	€ 4 650
	G11	€ 2 000	€ 3 310	€ 4 700	€ 4 700
-10% 2 nd Child	MAT	€ 1 800	€ 1 205	€ 3 680	€ 3 680
	G1-G5	€ 1 800	€ 1 580	€ 4 140	€ 4 140
	G6-G10	€ 1 800	€ 2 000	€ 4 650	€ 4 650
	G11	€ 1 800	€ 2 040	€ 4 700	€ 4 700
3 and more children (to all children)	MAT	€ 1 800	€ 1 205	€ 3 680	€ 3 680
	G1-G5	€ 1 800	€ 930	€ 4 140	€ 4 140
	G6-G10	€ 1 800	€ 544	€ 4 650	€ 4 650
	G11	€ 1 800	€ 568	€ 4 700	€ 4 700

At the parents' request, and at the sole discretion of the school, a monthly payment may be granted provided that a standing order is put in place for the 1st day of each month. The monthly payment will be stopped in the event of non-receipt of funds at the first due date.

Payment Methods:

The invoices will be addressed as specified in the contract. Please notice that when invoices are issued to a company or an enterprise, a unique invoice will be sent at the beginning of the school year.

OTR Bank instructions :

Bank : Banque et Caisse d'Epargne de l'Etat
 BIC code : BCEE LU LL
 IBAN : LU33 0019 3555 8213 6000
 Beneficiary: Over The Rainbow A.s.b.l. International School

Page to be submitted to the School duly filled-in and signed

Luxembourg, _____

FAMILY and FIRST NAME of the CHILD _____

I, the undersigned, _____ Parent 1 or guardian of the child,

and

I, the undersigned, _____ Parent 2 or guardian of the child

Do certify having taken note of the **School's admission requirements and fees structure 2023/24.**

Signature/Signatures (preceded by the mention “*Read and accepted*”)

(Parent 1)

(Parent 2)