

FEES & DEPOSIT

1. Membership fee to the German School Association Manila

The membership fee applies to one parent per family who opted to join the German School Association Manila. It is due upon enrollment and yearly in the 1st Quarter (Aug 1).

€ 150

2. Entrance fee

The one-time entrance fee applies to every child upon enrollment for all sections and departments of the German European School Manila. The entrance fee is to be paid in Peso only.

₱ 130 000

3. Refundable deposit

The one-time no-interest bearing refundable deposit applies to every child upon enrollment for all sections and departments of the German European School Manila. The refundable deposit is returned to the family upon completion of the Student Clearance Form (see School Fee Policy, Section V. Withdrawal)

₱ 130 000

4. Tuition fees – See below

5. Other fees and expenses

Other fees and expenses for additional activities and services in school might apply, e.g. extra-curricular activities/ afternoon clubs, learning support, school materials, class trips, study permits (student visa), examination fees and so on. These fees and expenses will be billed separately if applicable. To request for more information, please email secretariat@gesm.org.

TUITION FEES

Tuition fees have to be paid in EURO and PESO (e.g. Tuition fee Kindergarten is €2,420 + ₱219,000 for the year). Families have the option to be billed the whole amount in either EUR or PHP, in which case GESM will convert currencies as needed based on a set exchange rate.

WHOLE YEAR, S.Y. 2024-25

Kindergarten	€ 2 420	+	₱ 219 000
Vorschule/Pre-Primary	€ 3 400	+	₱ 311 000
Grade 1 to 4	€ 4 750	+	₱ 431 000
Grade 5 to 8	€ 5 280	+	₱ 482 000
Grade 9 to 10**	€ 5 560	+	₱ 507 000
Grade 11 to 12***	€ 6 720	+	₱ 610 000

QUARTERLY, S.Y. 2024-25

Kindergarten	€ 605	+	₱ 54 750
Vorschule/Pre-Primary	€ 850	+	₱ 77 750
Grade 1 to 4	€ 1 187.50	+	₱ 107 750
Grade 5 to 8	€ 1 320	+	₱ 120 500
Grade 9 to 10**	€ 1 390	+	₱ 126 750
Grade 11 to 12***	€ 1 680	+	₱ 152 500

The Peso tuition fee includes ₱ 1000 for the class fund.

**Additional fees for IGCSE examinations may apply, English Section only.

***Basic IB fees only, additional fees may apply depending on the courses taken. For the IB Career-related Programme (CP), additional fees may apply depending on the amount of events, lectures, workshops or activities that are conducted with our partner organizations throughout the school year.

I. Principles

Parents/legal guardians of enrolling students are expected to adhere to the school rules, promptly pay the school fees and contributions, and help in the enforcement of school rules with their child(ren)/ward(s) upon enrollment at the German European School Manila (GESM). The details of the school tuition fee, contributions, and deadlines provided to parents or guardians during enrollment are binding.

The school fees and contributions are to be paid in both Euros (EUR) and Pesos (PHP). The allocation between the two currencies is determined by the General Assembly of the German School Association Manila every School Year.

Families without access to Euro may make payment of the Euro portion in Pesos, based on an exchange rate set by GESM. This rate, which covers exchange rate costs, is adjusted quarterly.

II. Membership Fee

The membership fee for the German School Association in Manila is determined during its Annual General Assembly. The membership fee, along with the school fees for the first quarter, is due by August 1 at the latest, or within 10 days of enrollment during the school year.

Membership to the German School Association Manila is optional to all paying families with at least one child enrolled at GESM. For more information on the German School Association Manila, please refer to GESM Enrollment Form I-E.

III. Entrance Fee

A one-time entrance fee of PHP 130 000.00 is required for each child upon admission to GESM. This fee is charged in full regardless of the duration and time of enrollment. The admission fee must be paid by the family within 10 days upon receipt of the invoice from GESM. If, for any reason, the family is unable to do so, they need to communicate this in writing within the allotted 10 days to the GESM accounting department or to the school secretariat (secretariat@gesm.org). Failure to do so may result in the cancellation of the enrolling student's slot.

The entrance fee is non-refundable, regardless of cancellations or postponements on the part of the family regarding the student's enrollment.

IV. Refundable Security Deposit

A one-time refundable security deposit of PHP 130 000.00 is required for each child upon admission to GESM. The same conditions as above (see *III. Entrance Fee*) apply regarding payment deadline or delays. Additionally, if the deposit is not submitted within the allotted time, the tuition fee is increased by 10% for each quarter that the student is enrolled without a security deposit.

The security deposit is refunded without interest when the student's enrollment is canceled, i.e. upon the student's graduation or transfer to a different school, provided that the family submits a completed Student Clearance Form (see *V. Withdrawal*).

Alternatively, a family may opt to pay the tuition fees with a 10% increase instead of providing a security deposit. Families who choose to do so are not entitled to receive any refunds upon submission of the Student Clearance Form.

V. Withdrawal

A written notice of withdrawal or termination of enrollment must be submitted to the school secretariat at least three weeks before the end of the school quarter where termination is expected to occur.

It is the family's responsibility to (1) secure the Student Clearance Form from the school secretariat, (2) acquire the necessary signatures to complete the form, and (3) submit it back to the secretariat upon completion.

GESM reserves the right to deduct any outstanding school fees from the security deposit. GESM reserves the right to withhold from the family the security deposit and any school document relevant to the student (e.g. report cards, certificates), if the family fails to submit a completed Student Clearance Form.

VI. Tuition Fee

The tuition fee is paid annually or quarterly for the duration of a child's enrollment in GESM. The tuition fee rates are adjusted yearly. The final figures are determined by the school management in conjunction with the GESM Board of Directors before the end of the preceding school year.

For yearly payments, the due date is August 1.

For quarterly payments, the due date is the first day of each invoice quarter (August 1, November 1, February 1, May 1). Families must pay for one whole quarter (roughly 45 school days) regardless of the actual number of days the student attends school within that time. Exceptions to this apply only for families of students whose enrollment at GESM commences after the school year has already begun.

GESM reserves the right to deny enrollment to a student whose families have outstanding payments from the past quarter or school year.

VII. School Tuition Fee Scale

GESM offers a proportional discount on the tuition fee based on the length of a student's enrollment in school (including preschool). This discount is determined according to the valid school tuition fee scale at the time of enrollment.

IMPORTANT: The proportional discount only applies to students enrolled before November 1, 2013.

VIII. Teaching Aid and Materials

Textbooks are centrally procured and lent to the students. Any textbooks not returned or damaged will incur appropriate charges.

GESM may charge families for non-reusable materials such as notebooks, workbooks, exercise books, and similar items.

GESM reserves the right to request an advance payment for teaching aids, materials, and field trips if deemed necessary.

IX. Delayed Payment

Written reminders are sent to families with overdue payments.

The first reminder, issued 15 days after the due date, incurs a late fee of EUR 20.00. The second reminder, issued 15 days after the first, incurs an additional late fee of EUR 50.00 along with an additional 2% monthly interest on unpaid fees.

GESM reserves the right to deny a student or a family entry into the campus or access to school services (e.g. MS Teams) if the outstanding balance remains unsettled 15 days after the second reminder.

X. Discounts

Parents facing temporary or permanent difficulties in paying tuition fees and contributions may apply for a tuition fee discount through the school administration. The German School Association Board Members review and decide on such matters during a closed session.

Discounts only apply to the tuition fee. The rate and duration of a discount is determined on a case-to-case basis. GESM reserves the right to offset discounts against the refundable security deposit (see IV. Refundable Security Deposit).

XI. Exceptions

GESM reserves the right to make exceptions and special arrangements with families for any reason it deems justified. For such matters, the exception including its stipulations, if any, are determined by the school administrator in conjunction with the treasurer of the German School Association Manila Board of Directors.

We've read and understood the School Fee Policy of the German European School Manila (GESM):

Parents'/Legal Guardians' Name(s)

Signature 1

Signature 2