

ICSV's Terms and Conditions

The International Christian School of Vienna (ICSV) is a non-denominational private school of the Free Churches in Austria that is legally recognized and authorized by the Vienna Board of Education and the Austrian Ministry of Education. It is accredited by the Association of Christian Schools International and Middle States Association of Colleges and Schools. ICSV is owned and governed by a School Board.

ICSV is a Christian school that adheres to the tenets of the Christian faith as outlined in the school's Doctrinal Statement. All students are required to attend chapel and Bible classes. ICSV's curriculum is integrated with a biblical worldview. Students are admitted to the school based upon school records, entrance testing, and agreement to support the school as outlined in the Parent-Student Handbook, without regard to race, gender, religion, ethnic origin, physical disability, or socio-economic status.

ICSV school services are rendered exclusively on the basis of the following terms and conditions as amended from time to time:

1 Enrollment

In order to enroll a student at ICSV, the following steps and payments are required:

1.1 Online application

An online application must be submitted. In order to be considered for enrollment, a copy of the child's passport or birth certificate and copies of school reports/transcripts must be submitted. For Elementary or Middle School applications, copies of the two most recent school reports have to be submitted; for High School applications, official transcripts are required for grades 9-12 with timetable/schedule indicating the number of hours spent per subject per week (or number of credits issued per course). School reports/transcripts must be in English or German. These records include reports, transcripts, results of standardized tests and any reports by a counsellor or psychologist. Applications cannot be processed until all documents and fees have been submitted. ICSV reserves the right to contact the applicant's previous school prior to acceptance.

1.2 Application Fee

The one-time Application Fee is non-refundable. Applications can only be processed after the Application Fee is paid. Re-entries and re-applicants whose withdrawal application date is no longer than a year old can be waived from the Application Fee but an additional Placement Testing may be required. The currently applicable amount of the Application Fee can be obtained from the Admissions Office or can be found on the Admissions page of ICSV's website at www.icsv.at/tuition-fees.

1.3 Grade Placement and Placement Test

Before school enrollment, the student is required to take a Placement Test. ICSV has students coming from many different school systems around the world, so all prospective students take an age and grade appropriate Placement Test to best determine their academic needs. The student will be assessed by the placement tester, the admissions staff, the principal, and, if applicable, learning support staff. Upon receipt of the Application Fee, the Placement Test can be scheduled. A child may be accepted into a grade if he or she is of a particular age before the 30th of September. Elementary and Middle School students are assigned to instructional groups primarily on the basis of age; however, factors such as previous records, measured aptitude and achievement, physical and emotional development and other relevant details are also considered. High School students are assigned to grades based on accumulated credits. The final decision rests with the principal.

1.4 Registration Fee

The one-time Registration Fee is payable after ICSV has confirmed the offer of a place for the student concerned. If the Registration Fee is not received in full before the expiration of the deadline indicated by ICSV, the application for admission will be deemed to have been withdrawn. The Registration Fee is non-refundable and will be charged in full regardless of the date of entry or withdrawal. Re-entries and re-applicants are also obliged to pay this fee if absent for over a year. The currently applicable amount of the Registration Fee can be obtained from the Admissions Office or can be found on the Admissions page of ICSV's website at www.icsv.at.

1.5 Enrollment Contract

Parents/guardians and students from the age of 13 and over, must sign an enrollment contract. By enrolling, parents/guardians and students agree to all the terms and conditions, payment of fees, GDPR requirements, and all rules and regulations outlined in the Parent-Student Handbook.

The child's enrollment process is not complete until the Registration Fee has been paid in full and the enrollment contract has been submitted to ICSV before the deadline indicated on the enrollment contract.

The enrollment contract is in place for one academic year.

1.6 Mid-Year Enrollments

Students can apply for admission at ICSV during the school year on an individual basis, provided a vacancy is available. Students who are enrolled after the first day of the school year are deemed to be mid-year enrollments.

1.7 Re-Enrollment

Every year parents/guardians have to state their intention to re-enroll the student for the following school year at a time designated by the admissions staff. Failure to comply may result in the loss of a reserved space at ICSV for the following academic year.

2. School Fees

The School Board of ICSV determines the school fees payable for each student attending ICSV for each school year. The currently applicable amounts of the school fees can be obtained from the Admissions Office or can be found under the Admissions Section of the school's website at www.icsv.at. The following components are part of the school fees:

2.1 Tuition Fee

The tuition fee covers the costs of classroom instruction, in-school supervision, curriculum textbooks on loan, supplies, educational materials, standardized testing, professional development for staff, IB teacher certification, and ICSV library privileges and subscriptions, payable for each student. Full payment of the Tuition Fee is due within 15 days of the date of billing as stated on the invoice. Families can choose between different payment plans as outlined below in writing to the Finance Office. The Tuition Fee varies depending on grade level and time of enrollment or departure. Admittance may be refused until full payment of the due fees. The annual tuition fees are prorated according to the first day of school. The Capital and Additional Fee is due in full irrespective of the start date/end date of the student. ICSV offers a Tuition Waiver Program. Application to the Tuition Waiver Program can exclusively be made after the registration process has been completed and the student is enrolled at ICSV. Tuition is prorated according to the start date/withdrawal date of the student.

2.2 Capital Fee

The annual capital fee covers the costs related to ICSV's building and grounds: mortgage, utilities, maintenance, and improvements. The Capital and Additional Fee is due annually in full and is not prorated.

2.3 Additional Fee

The additional fee covers the costs of required field trips, class trips, all-school events, student activities, yearbook publication, and graduation activities.

2.4 Essential Supplemental Fees (if applicable)

Supplemental fees are required for enrollment to cover the costs for Student Support Services: ELL (English Language Learner) and LS (Learning Support). The costs will be communicated to the participating student's parent/guardian in advance. The enrollment in the Student Support Services program is re-evaluated during the year, and the costs are subject to change accordingly.

2.5 Non-essential Supplemental Fees (if applicable)

Non-essential supplemental fees are optional student services available after initial enrollment at ICSV. Charges are assessed throughout the school year, based on enrollment in each program. These programs include, but are not limited to: the IB Diploma Programme, sports participation, after-school care, drama program, special trips, lunch program, and college entrance exams. The costs will be communicated to a participating student's parent/guardian in advance. Any payment received by ICSV will not be reimbursed if the student subsequently withdraws from the program, unless withdrawal is due to certified medical reasons.

3. Payment

All communications regarding the payment of fees should be addressed to finance@icsv.at.

3.1 Payment plans

Families can select between the annual, semester, quarterly, and monthly payment plan.

3.1.1 Annual payment plan:

The Tuition and Capital Fee will be invoiced in full on 15. August (due 1. September) and payment is required within two (2) weeks as stated on the invoice. Payments can be made according to the payment options listed below.

3.1.2 Semester payment plan:

The Tuition and Capital Fee will be invoiced in two (2) installments on 15th of August (due September 1) and 15. January (due February 1), and payment is required within two (2) weeks as stated on the invoice. Payments can be made according to the payment options listed below.

3.1.3 Quarterly payment plan:

The Tuition and Capital Fee will be invoiced in four (4) installments on 15. August (due September 1), 15. October (due November 1), 15 January (due February 1), and 15. March (due April 1), and payment is required within two (2) weeks as stated on the invoice. Payments can be made according to the payment options listed below.

3.1.4 Monthly payment plan:

Families selecting the monthly payment option will be required to sign up for direct debit from their bank account. Families who select the monthly payment option will need to sign and return the direct debit authorization form to ICSV. The annual fee covers ten (10) months, therefore the monthly fee is calculated by dividing the annual fee into ten (10) months. Invoices for the monthly payment plan will be sent on the 15th of each month, August through May. The amount shown on the invoice will be drafted on or around the 5th day of the following month, September through June.

3.2 Late Payment:

Families behind on payments for more than one quarter will be handed over to a collection agency upon prior written warning and an extension of time. Admittance may be refused until full payment of the due fees. If payment is still delayed, ICSV may terminate the enrollment contract and dis-enroll the student by way of a notice in writing to the parent/guardian. Such a termination takes effect at the end of the quarter in which the notice was written.. Legal costs incurred by ICSV in the recovery of the outstanding fees will be borne by the parent/guardian. For grade twelve students, if tuition and fees are not paid according to the agreed upon schedule in the Enrollment Contract, parents are advised that at any time during the school year the ICSV administration reserves the right to terminate the enrollment contract and dis-enroll the student. The student may lose the privilege of participating in the Senior Trip and other

graduation activities. The school has the right to withhold student records until outstanding fees are paid in full.

3.3 Payment options

3.3.1 Bank Transfers:

All payments can be made by bank transfer to ICSV's bank account indicating the "Parent ID " in the "purpose" field when making the transfer.

3.3.2 Cash Payment

If you wish to pay in cash, please contact the ICSV Finance Office at: finance@icsv.at or +43 1 25122.

3.3.3 Credit Card Payment:

3.3.4 Paypal

See ICSV website (www.icsv.at)

3.4 Bank Information

Bankhaus Krentschker
IBAN AT421952001800093831
BIC/Swift KRECAT2G

3.5 Invoices

Invoices are sent electronically to the e-mail address provided to ICSV and as recorded in the ICSV database. By providing their email address, parents/guardians consent to the receipt of invoices by e-mail. Parents/Guardians ensure that e-mails from ICSV can be received at the e-mail address provided, and that firewalls, spam filters, or similar settings are adjusted accordingly. Automatically generated answers (e.g. absence notices) cannot be taken into consideration and do not hinder a valid delivery of an invoice. Parents/Guardians need to immediately inform ICSV in writing of any changes regarding the e-mail address provided for invoicing. Deliveries of invoices to the last notified e-mail address shall be valid if parents/guardians do not meet this obligation of notifying changes regarding their email address.

Parents/Guardians may at any time revoke the electronic invoicing in writing by e-mail or letter to the Finance Department (finance@icsv.at) After receiving and processing the written revocation, parents/guardians will receive invoices solely by mail to the last notified address.

4 Termination of Enrollment Contract

4.1 Termination of Enrollment Contract by Parents/Guardians

Parents/guardians may terminate the enrollment contract based upon the following guidelines:

Parents/Guardians must notify the school office and complete a Student Withdrawal Notification when a student is withdrawing from/leaving ICSV. This form must be completed and submitted at least thirty (30) days before the expected leaving date in order to allow processing of withdrawal documents. As stated on the ICSV Enrollment Contract, tuition must be paid to the end of the month in which the student withdraws. All tuition fees and the remaining Capital and Additional Fee for the current year must be paid in full. All school resources must be paid and/or returned before official student records are released.

4.2 Termination of Enrollment Contract by ICSV

ICSV has the right to terminate the enrollment contract for good cause early with immediate effect. Good cause is for instance given if

- The student or his/her parents/guardians commits a criminal offense.
- The student violates the school's rule as set forth in the Parent-Student Handbook or is a hindrance to the achievement of the goals of the school.
- The student or parents/guardians no longer support the school and its mission as outlined in the Parent-Student Handbook.
- The obligation to pay all necessary tuition and fees has not been fulfilled in accordance with this Enrollment Contract.
- The administration reserves the right to make exceptions to this policy on an individual basis.

5 Attendance Requirements

5.1 Attendance Requirements for Receiving Credit for a Class

Students can miss no more than 14 days of a class to be eligible to pass that class. ICSV reserves the right to make exceptions to this policy on an individual basis in the case of missing more than 14 days.

5.2 Early Withdrawal Credit

Students who leave/drop a course more than two (2) weeks prior to the end of the semester will not receive credit for the semester. For core subjects, students must complete a semester final exam in order to receive credit. The administration reserves the right to make exceptions to this policy on an individual basis.

6 General Data Protection Regulation (GDPR)

The General Data Protection Regulation (GDPR) is a regulation in EU law on data protection and privacy for all individuals within the European Union. It also addresses the export of personal data outside the EU. The GDPR aims primarily to give control to citizens and residents

over their personal data and to simplify the regulatory environment for international business by unifying the regulation within the EU.

Enrollment at ICSV requires parents/guardians and students above 13 years of age to sign the ICSV GDPR agreement giving the school consent to collect and utilize personal data as outlined in the ICSV Privacy Notice and Essential Services Policy at the time of enrollment/re-enrollment.

Parents/Guardians and students above 13 years of age have the right to withhold permission from ICSV for using student data for non-essential services such as photographs and videos for communication that goes outside the school for marketing purposes.

7 Unexpected School Closure

ICSV reserves the right to close the school in case of acts of a higher power such as extreme weather conditions, death of a student or faculty member, the spread of infectious disease in accordance to Austrian health regulations, or if the school is unable to provide sufficient supervision of the student body due to an extremely high number of sick teachers. The parents/guardians are not entitled to gain reimbursement for the days ICSV is closed. If there is a longer period of time that ICSV has to be closed in order to follow government regulations, education will be provided via distance learning.

8 Student Suspension

ICSV reserves the right to suspend a student from school due to misconduct as stated in the behaviour intervention matrix in the parent-student handbook, which includes, but is not limited to, assault of a school employee, bullying, fighting, possession of alcohol or tobacco on campus, smoking on campus, being under the influence on campus, skipping classes or excessive tardies, vandalism, and excessive dress code violations. The parents/guardians are not entitled to gain reimbursement for the days the student is suspended.

9 Entitlement to Specific Classes

Students are entitled to enroll in all classes necessary to meet graduation requirements. Although ICSV and the staff responsible for student schedules will do their best to satisfy student wishes, students are not guaranteed enrollment in honor classes, preferred electives and/or extracurricular activities.

10 Sickness of a Student

Students are not allowed to come to school if they have a fever or any contagious health condition. They have to be fever free without medication for at least 24 hours before returning to school. If a student falls ill during the school day, the parents/guardians will be contacted and that student must be picked up or allowed to go home on their own, if the condition allows. In case of a serious condition/accident, the emergency services will be contacted. The

parents/guardians agree that in such a case a medical form with the students medical and personal information will be handed to the paramedics.

In the event of the occurrence of an infectious disease that has to be reported to the authorities, the information of students in immediate contact with the sick student will be handed over to the Austrian authorities.

11 Lost or damaged items

ICSV does not take responsibility for items lost or damaged at school. Students and parents/guardians can check ICSV's lost and found for misplaced items. ICSV does not claim responsibility for items in the lost and found. The items in the lost and found will be kept for one month before being thrown out or donated to a local charity.

The terms and conditions of the International Christian School of Vienna are subject to change.

The enrollment contract is in place for one academic year from August 1 to July 31.

12 Severability Clause

Should one or more provisions of these General Terms and Conditions of Business be or become invalid, the validity of the remaining provisions shall remain unaffected thereby.

13. Court of jurisdiction

For contractual relationship between ICSV and the parents/guardians/students, only the law of the Republic of Austria applies; the conflict of laws provisions (internationales Privatrecht) are excluded from application. To the extent permitted, the court of jurisdiction shall be Wien, Innere Stadt.

14. Entire Agreement

Oral collateral agreements between the parties are deemed not to exist. These General Terms and Conditions apply exclusively.