



Viterbo International School

Admission Regulations

AS 2026/2027

General Admission Criteria

Viterbo International School is an independent and secular school. It seeks to serve a diverse community of students from a wide range of nationalities, cultures and backgrounds with English as the primary language in learning. Viterbo International School is an accredited International Baccalaureate (IB) world school authorized to facilitate the Primary Years Program (PYP) with students aged 3 to 11 years old. To fully implement the IB Primary Years Program (PYP), Viterbo International School has a set of core values that guide every aspect of the educational offer. Viterbo International School middle school is the natural continuation of the primary school and aims to further develop confident, responsible and balanced learners who are deep critical thinkers capable of making strong interdisciplinary connections between their subjects. Competent multilingual students who are open to a globalized world, agentic, keen to engage in service learning and able to successfully fit into any high school level.

Our admissions policy is aimed at creating and maintaining a student body that is heterogeneous in origin, culture, traditions, as well as ensuring that students admitted to Viterbo International School can benefit from a comprehensive and well-structured educational offer.

This education model is designed for a certain type of student and in fact the admission procedures aim to assess whether this training path is the most suitable for the immediate or future needs of the family and/or the student. This is why Viterbo International School is open to students of all nationalities, families who work or will work internationally or those who understand the values of an international school. Viterbo International School appreciates diversity of social and cultural exchanges and cooperation on a linguistic and academic level.

Parents who join the Viterbo International School community must be committed:

- to respect the core values of Viterbo International School
- to fulfill their contractual obligations

- to know our educational offer and the implications of our IB PYP educational program (through parenting workshops, the school and the IB website);
- to support students whose mother tongue is not English by providing them with continuous opportunities to develop and express themselves in their own language;
- to improve their English (if that is not their mother tongue) to support the learning of their children and to be more involved in all activities of the Viterbo International School community.

Additional admission criteria

Age and various limitations

In order to be admitted to school, a pupil must have reached the appropriate age for entry into a grade level by 31 December of the year of enrollment.

3-year-olds must be able to use the toilet. Exceptions may be made for those who, despite not having reached that age by 31 December, are still autonomous in the use of the services. However, they will have to repeat the first class of kindergarten, if the teaching staff does not consider them sufficiently autonomous for the passage to the next class.

Below is a graph showing the grade level classification of Viterbo International School compared to that of the UK and US systems:

Age (by December 31st)	Viterbo International School	UK	USA
3	Nursery	Nursery	Nursery
4	Reception	Reception	PreK
5	Prep	Year 1	Kindergarten
6	Grade 1	Year 2	Grade 1
7	Grade 2	Year 3	Grade 2
8	Grade 3	Year 4	Grade 3
9	Grade 4	Year 5	Grade 4
10	Grade 5	Year 6	Grade 5
11	Grade 6	Year 7	Grade 6
12	Grade 7	Year 8	Grade 7
13	Grade 8	Year 9	Grade 8

In exceptional circumstances, in the interest of the academic success of a student, whatever the class attended, it may be required to repeat the year or transfer to another school.

Students cannot be admitted if one of the following circumstances occurs:

- a) the student has been expelled from the previous school;
- b) the student has not carried out the compulsory vaccinations;
- c) the student does not have a visa to live in Italy.

In addition, when the presence of a student endangers the safety or well-being of other students and / or staff or the family disregards what was signed at the time of enrollment, removal or expulsion may be necessary.

This will occur specifically for:

- unbecoming and / or aggressive behavior of the student (including especially bullying and racism) or his family;
- non-acceptance of the rules or disrespectful behavior of the rules necessary for peaceful coexistence in the school community;
- failure to comply with deadlines and payment conditions (see ATTACHMENT A or ATTACHMENT B - rates, terms and conditions of payment).

Language skills

STUDENTS OF MOTHER TONGUE ENGLISH: they are accepted in every grade of school. Starting from Grade 1, a test and/or interview with the Italian coordinator may be required, in order to determine the level of Italian linguistic knowledge and the need for specific support (IAL).

ITALIAN MOTHER TONGUE STUDENTS: they are accepted in every grade of school. Starting from Grade 1, a test and / or interview with the English coordinator or manager may be required, in order to determine the level of language knowledge and the need for specific support (EAL).

MOTHER TONGUE STUDENTS OTHER THAN ENGLISH OR ITALIAN: they are accepted in every grade of school; starting from Grade 1, a test and / or interview with the English and Italian coordinator may be required, in order to determine the level of linguistic knowledge and the need for specific support for both languages (IAL + EAL) .

Admission of pupils coming from the Italian school

General rule - Pupils who request enrollment in the year following that attended at the Italian school will be welcomed, after careful assessment of the level of learning and language level, considering the program that the students will have to perform at the school.

Viterbo International School may require, as a binding condition upon acceptance of the application for admission:

1. the verification of the student's insertion path after 30 and 90 days from the beginning of school attendance; placement in the class preceding the one for which enrollment is requested from the moment of submitting the relative application for admission;
2. the obligation to attend English language courses at this Institute;
3. the repetition of the last school year attended at the school of origin, where this is the most profitable solution for the pedagogical and didactic path of the pupil.

Enrolling students in a grade outside of their chronological bracket

Due to its location in the city of Viterbo, Viterbo International School (VIS) is a unique school which aims at multilingual and interdisciplinary teaching and learning involving constant and varied stimuli. Children who attend an international school are required, more than in other contexts, to have a high level of mental flexibility and intellectual application.

To participate within this type of education, and progress successfully and holistically, VIS believes that enrolling students in a grade level above the grade level of their chronological age is neither wise or productive. Younger children, enrolled in the grade above their chronological age, often struggle to progress up through the grade levels during which academic challenges become greater, social and emotional differences wider and challenges exaggerated. Success, happiness and wellbeing can become increasingly difficult to achieve.

Today's children live in a world that is rapidly changing and they are often subjected to constant pressure from society to forge ahead. In an IB curriculum, depth of understanding, conceptual connections and higher level thinking is demanded. The curriculum is vertically progressive, age appropriate and gradually develops a range of skills critical to high level thinking. These include research, thinking, social,

self-management and communication skills. These developmental skills inform learning and thinking expectations in each grade.

Due to the careful vertical development of the programme, the challenges faced in a concept-driven and skills-based IB curriculum, VIS does not believe that it is beneficial to skip ahead by enrolling children in Early Childhood early or in the Primary School at 5 years old.

Instead, we believe it is very important to follow the child's growth in a context that is able to respond to the specific needs of each age group, respecting their characteristics and enhancing them, i.e. facilitating the achievement of the next phase of cognitive, emotional and social development.

For these reasons, and based on experience with children who have attended this Institute in the past, the leadership and teaching team of Viterbo International School strongly advises against placing children in a grade level that is not aligned with their chronological age.

However, with a view to giving a chance to discuss with families who ask us to act differently, our school has decided to make a change to the regulations imposed by the international system. Our admission policy will still remain more stringent than that provided for by law for Italian public and private schools, as the use of the dual language for learning and the adoption of the IB curriculum necessarily determines the assumption of specific rules for admissions in our school.

Parental perspectives are considered but the professional evaluation and advice of the teachers, for the well-being of the child, is at the center of a decision.

Students born between 1st January and 28th/29th February who intend to enroll in nursery class (EC) -

For children who turn 3 by 28th/29th February of the relevant school year, early attendance is conditional on:

- the availability of places in the nursery class subject to the exhaustion of any waiting lists, which will be communicated no earlier than 30 March;
- the instructions received from the nursery/kindergarten previously attended by the child;
- the holistic assessment of the child, in terms of didactics, social aspects and emotional and cognitive development
- to the observations made by the Academic Board

PROCESS FOR THE ADMISSION OF A STUDENT OUT OF CHRONOLOGICAL ORDER INTO EARLY CHILDHOOD

A necessary condition for a student to be able to access a class above their chronological age is that the student must be observed by the school for a minimum of two months.

New students will have to start in their correct chronological class for their age¹ and be holistically (academic, social and emotional) observed and evaluated for the first months (2-3 months, depending on the case and the student's attendance).

After this period, a decision will be made as to whether they stay in the class of their chronological age or move into the class that is not their chronological age.

They will attend this class for the rest of the year.

These students will be evaluated again before the registration deadline for the following year and, if necessary, the parents of these students will be called by the school to evaluate the most suitable choice for the following year.

The School reserves the right to not continue to accept a student's re-enrollment in the class above their chronological age. In this case, the school reserves the right to request that a student repeat a year. This includes students who intend to enroll above their chronological age in Grade 1. To clarify, students enrolled above their chronological age in Prep will need to repeat Prep if the school's professional evaluation, before the deadline for enrollment in Grade 1, demonstrates that they are not academically, socially and emotionally ready to attend Grade 1.

Students born between March 1st and April 30th who intend to enroll in nursery school (EC)

Students born between March 1st and April 30th are not accepted in a grade above their chronological age in Early Childhood.

Therefore, if students have started nursery school elsewhere and they are in the grade above their chronological age they will have to repeat the year.

This choice is linked to the teaching methods and the type of curriculum adopted by the institute, which requires considerable psychological and didactic maturity.

Students born between January 1st and April 30th who intend to enroll in Primary and Middle School and are coming from another school

¹ See table on page 2 of this regulation.

Students who request transfer from an Italian school, where they attended the previous year in a grade above their chronological age, will be evaluated (classroom observations, conversation or written tests) with reference to their learning and language level and placed in the class considered more suitable for the continuation of a profitable pedagogical and didactic path.

The destination class will be established by the leadership, also taking into account the wishes and considerations of the family, in the interest of the student.

NB: It is not possible to enroll students who are younger than the chronological age for Grade 1 class unless they have already been attending Viterbo International School in Prep class.

The school must have a good understanding of the student's holistic (academic, social and emotional) development before any decision is made.

Admission of students who move from another Italian city or from abroad

Viterbo International School, in relation to students who move from another city or from abroad and intend to enroll at the Institute knowing that they will not start / could do not start attending school in September, provides:

1. immediate confirmation of the registration request (subject to the procedures listed on p. 5 of the following document), if the numbers of the target class and all the logistical conditions allow;
2. inclusion in the waiting list where the possibility of registration cannot be guaranteed from the moment of the request for admission. Only after official confirmation by the school will the family be able to proceed with the necessary economic and bureaucratic formalities.

NB: the family is required to pay the school fees from September to maintain the place in the classroom, even if the student will start later.

Special Educational Needs and Behavioral / Learning Disorders

Due to limitations of space, facilities and staff trained to meet significant special educational needs, Viterbo International School is unable to accommodate children with severe learning, physical, emotional difficulties or behavioral. A child with mild to moderate discomfort can be admitted on probation for a set period of time and under conditions dictated by the school management and signed by both parents.

Trial Admission Procedure

In cases where it is not certain that Viterbo International School can accommodate children with various disabilities, a trial period may be provided to confirm admission. In these cases, a written agreement will be entered into between the school and the parents, which will outline the terms of the trial, including the objectives, success criteria and timing.

Parents are required to provide documents relating to previously performed evaluations or diagnostic tests. Learning support services necessarily entail additional costs (see Inclusion Regulation). In certain circumstances, parents may need to provide a caregiver for children with special educational needs and / or behavioral / learning disabilities.

Admission Procedures

At the discretion of the Head Teacher, and if places are available, students who meet the admission criteria may enroll at any time during the academic year. However, an early application by December 31 of the year preceding the enrollment will increase the chances of acceptance and the possibility of satisfying any particular needs of the pupil or family.

Priority in the evaluation of admission applications is given to the following categories:

PRIORITY 1

- Students of foreign parents working in Italy
- Siblings of current students attending Viterbo International School
- Native English speakers

PRIORITY 2

- Students of Italian parents who work or they will work abroad in the future.

PRIORITY 3

- Students whose Italian parents are interested in an international education.

Of note is the fact that Viterbo International School is not a school for particularly gifted pupils or those with some learning difficulties. Priority is not given in admission to those who believe that Viterbo International School can be a facilitated alternative to an Italian school.

Below is the admission procedure to be followed:

1. Interested parents should contact the administration to request documentation containing general information on the school (rules, rates) and

the admission form (see ATTACHMENT 1).

2. Parents must then send the following documents by e-mail:

- Application for admission, which will not be binding on either the family or the school (see ANNEX 1)
- Photocopy of the child's birth certificate or passport
- Photocopy of the residence permit (only for non-EU citizens)
- Copies of the school reports of the last two years (if in a language other than English and Italian, a sworn translation of the documents must be provided)
- Results of any academic evaluations or special psychological (diagnosis, psycho-educational relationship, individual learning plan)
- Vaccination booklet or certificate
- Any other educational document pertinent to

3. The school, once the documentation listed in point 2 has been received, will contact the family to make a preliminary appointment, face to face or remotely, with the administration: on this occasion only the parents must be present;

4. If the family is willing to know further and more in-depth details on teaching and the international curriculum, a second meeting will be set up, in the presence of the child (s), with the headmaster.

Pupils wishing to enroll in a primary or middle school class may be required on this occasion to carry out a test and / or interview, as well as with the Head Teacher, also with teachers, in order to determine the level of teaching knowledge and placement in the appropriate class. Knowledge of English and / or Italian will also be examined in order to assess the need for linguistic support;

5. At the outcome of the meetings Viterbo International School will reply in writing to the family communicating the acceptance of the application or its refusal;

6. In case of acceptance by the school, the family must register within the next fifteen days from receipt of the communication, which will be considered completed only

- a. with the payment of the relative registration fee,
- b. by completing the relative paper form (see ATTACHMENT 2),

- c. by completing the appropriate **digital** registration form,
- d. by completing the **digital** form relating to the processing of personal, sensitive data and images.

Otherwise the place will not be guaranteed and the school will be free to assign it to another family.

Please note that Viterbo International School administrative offices are closed in the last week of December and the first of January and then again from the second half of July until the first three weeks of August. During these time periods, there may be a delay in the response from the school.

Procedures for placement in the classroom at the beginning of the school year (month of September)

NURSERY

1. At the end of June the headteacher send a communication to all the parents of the children enrolled in the following school year;
2. At the end of August, the teacher / teachers provide parents with more detailed information regarding the organization of the first days of school, send the list of materials to be purchased, communicate the date and time of the interview (to be held without the presence of children) during which the teachers will be able to get to know the habits of each new pupil in depth, in order to make the insertion as simple and peaceful as possible;
3. The children will begin, according to the days and times communicated by the teachers during the cognitive interview, to attend school for a few hours a day and in small groups; the presence in the classroom or within the school complex of the parent / guardian who will assist the child during insertion may be required;
4. Children will start attending school for half a day (exit at 12:00);
5. The children, within two weeks of starting the placement, will be able to start eating at school (exit 12: 30-13: 00)
6. Gradually, according to the teacher's decision, the little pupils can stay at school for the whole day (exit 15: 30-16: 00).

RECEPTION

Reception children will be able to start attending school from the first day with full-time schedule or in any case according to the schedule of the lessons.

PREP

The children of Prep will be able to start attending school from the first day with full-time schedule or in any case according to the schedule of the lessons.

PRIMARY SCHOOL

Primary students will be able to start attending school from the first day with full-time schedule or in any case according to the schedule of the lessons.

SECONDARY SCHOOL

Middle School students will be able to start attending school from the first day with full-time schedule or in any case according to the schedule of the lessons.

Insertion during the school year

NURSERY

1. Once enrollment has been confirmed and all administrative procedures have been completed, the school will organize a parent-teacher meeting (to be held without the presence of the child) during which the teachers, in addition to giving the family the list of materials to be purchased, will have the opportunity to discuss with the family the educational program, the class routines and above all to get to know the habits of the new member in depth, in order to make the entry as simple and peaceful as possible;
2. The pupil will begin, based on the days and times communicated by the teachers during the cognitive interview, to attend school for a few hours a day; the presence in the classroom or within the school complex of the parent / guardian who will assist the child during insertion may be required;
3. The child will start attending school first for half a day (leaving at 12:00, without lunch, for the first period and subsequently leaving after lunch, at 12:30-13:00), then as established by the teachers, you can stop at Viterbo International School for the whole day (exit 15:30-16:00).

RECEPTION

1. The school, once registration is confirmed and all administrative procedures have been completed, will organize a parent-teacher meeting (to be held in

the presence of the child) during which the teachers, in addition to delivering the list of materials to be purchased to the family, will way of discussing with the family the educational program, the class routines and above all to get to know the habits of the new member in depth, in order to make the insertion as simple and peaceful as possible. In the meantime the child can play in the classroom and become familiar with the new environment;

2. The pupil will begin, based on the days and times communicated by the teachers during the cognitive interview, to attend school for a few hours a day; the presence in the classroom or within the school complex of the parent / guardian who will assist the child during insertion may be required;
3. The child, according to what was established by the teachers, will start attending school with full-time hours (exit 15: 30-16: 00).

PREP

1. The school, once registration has been confirmed and all administrative procedures have been completed, will organize a parent-teacher meeting (**to be held in the presence of the child**) during which the teachers, in addition to delivering the list of materials to be purchased to the family, will way of discussing with the family the educational program, the class routines and above all to get to know the habits of the new member in depth, in order to make the insertion as simple and peaceful as possible. In the meantime the child can play in the classroom and become familiar with the new environment;
2. The pupil will begin, based on the days and times communicated by the teachers during the cognitive interview, to attend school for a few hours a day; the presence in the classroom or within the school complex of the parent / guardian who will assist the child during insertion may be required;
3. The child, according to what was established by the teachers, will start attending school with full-time hours (exit 15: 30-16: 00).

PRIMARY SCHOOL

Primary students will be able to start attending school from the first day with full-time hours.

SECOND DEGREE SECONDARY SCHOOL

Middle School students will be able to start attending school from the first day with full-time hours.

Price list, terms and conditions of payment

CONVENTION FOR MILITARY AND CIVILIAN DEFENSE AND UNIVERSITY PERSONNEL

REGISTRATION A.S. 2026/2027²

Enrollment made by March 13th, 2026

First Enrollment: € 650,00

Enrollment for subsequent years: € 300.00

Enrollment for born in 2018: € 300.00

All registrations made after March 13th (subject to availability of places)

New student registration: € 800,00

Late registration for subsequent years: € 800,00

Enrollment for born in 2018: € 300.00

ANNUAL SCHOOL FEES FOR THE 2026/2027 SCHOOL YEAR³

NURSERY e RECEPTION							
N° RATE	DISCOUNT (about)	ANNUAL FEE	SINGLE INSTALLMENT	PAYMENT DEADLINES			
9* (instead of 10)	10%	€ 5.130,00 rather than € 5.700,00	€ 572,00 including stamp duty €2 *The last installment is free (offer valid only for the 1st child)	by the end of the month preceding the reference month(e.g. the September installment must be paid by August 31, 2026) only with AUTOMATIC CONTINUOUS BANK TRANSFER			
1	12%	€ 5.000,00	€ 5.002,00 including stamp duty €2	by 08/31/2026			
2	9%	€ 5200,00	€ 2.602,00 including stamp duty €2	by 08/31/2026		by 12/15/2026	
4	5%	€ 5.420,00	€ 1.357,00 including stamp duty €2	by 08/31/26	by 11/30/26	by 01/31/27	by 04/30/27

² The registration fee is non-refundable. There are no reductions for those who register during the school year.

³ Fees vary annually based on inflation.

PREP							
N° RATE	DISCOUNT (about)	ANNUAL FEE	SINGLE INSTALLMENT	PAYMENT DEADLINES			
9* (instead of 10)	10%	€ 5.670,00 rather than € 6.300,00	€ 632,00 including stamp duty €2 *The last installment is free (offer valid only for the 1st child)	by the end of the month preceding the reference month (e.g. the instalment for the month of September must be paid by 08/31/2026) only with AUTOMATIC CONTINUOUS BANK TRANSFER			
1	12%	€ 5.500,00	€ 5.502,00 including stamp duty €2	by 08/31/2026			
2	9%	€ 5.700,00	€ 2.852,00 including stamp duty €2	by 08/31/2026		by 12/15/2026	
4	5%	€ 6.000,00	€ 1.502,00 including stamp duty €2	by 08/31/26	by 11/30/26	by 01/31/27	by 04/30/27

PRIMARY							
N° RATE	DISCOUNT (about)	ANNUAL FEE	SINGLE INSTALLMENT	PAYMENT DEADLINES			
9* (instead of 10)	10%	€ 6.210,00 rather than € 6.900,00	€ 692,00 including stamp duty €2 *The last installment is free (offer valid only for the 1st child)	by the end of the month preceding the reference month (e.g. the instalment for the month of September must be paid by 08/31/2026) only with AUTOMATIC CONTINUOUS BANK TRANSFER			
1	12%	€ 6.050,00	€ 6.052,00 including stamp duty €2	by 08/31/2026			
2	9%	€ 6.280,00	€ 3.142,00 including stamp duty €2	by 08/31/2026		by 12/15/2026	
4	5%	€ 6.560,00	€ 1.642,00 including stamp duty €2	by 08/31/26	by 11/30/26	by 01/31/27	by 04/30/27

MIDDLE SCHOOL							
N° RATE	DISCOUNT (about)	ANNUAL FEE	SINGLE INSTALLMENT	PAYMENT DEADLINES			
9* (instead of 10)	10%	€ 6.435,00 rather than € 7.150,00	€ 717,00 including stamp duty €2 *The last installment is free (offer valid only for the 1st child)	by the end of the month preceding the reference month (e.g. the instalment for the month of September must be paid by 08/31/2026) only with AUTOMATIC CONTINUOUS BANK TRANSFER			
1	12%	€ 6.300,00	€ 6.302,00 including stamp duty €2	by 08/31/2026			
2	9%	€ 6.500,00	€ 3.252,00 including stamp duty €2	by 08/31/2026		by 12/15/2026	
4	5%	€ 6.800,00	€ 1.702,00 including stamp duty €2	by 08/31/26	by 11/30/26	by 01/31/27	by 04/30/27

ANNUAL SCHOOL FEES FOR THE 2026/2027 SCHOOL YEAR for students requiring LANGUAGE SUPPORT⁴

The need for language support in English and/or Italian will be determined at the beginning of the school year for students already enrolled at Viterbo International School.

For new students, however, it will be established before formalizing enrollment, through specific level tests.

PRIMARY (from Grade 3) - support in ONE language (Italian or English)*							
N° RATE	DISCOUNT (about)	ANNUAL FEE	SINGLE INSTALLMENT	PAYMENT DEADLINES			
9* (instead of 10)	10%	€ 7.200,00 rather than € 8.000,00	€ 802,00 including stamp duty €2 *The last installment is free (offer valid only for the 1st child)	by the end of the month preceding the reference month (e.g. the September installment must be paid by August 31, 2026) only with AUTOMATIC CONTINUOUS BANK TRANSFER			
1	12%	€ 7040,00	€ 7.042,00 including stamp duty €2	by 08/31/2026			
2	9%	€ 7.280,00	€ 3.642,00 including stamp duty €2	by 08/31/2026		by 12/15/2026	
4	5%	€ 7.600,00	€ 1.902,00 including stamp duty €2	by 08/31/26	by 11/30/26	by 01/31/27	by 04/30/27

⁴ Fees vary annually based on inflation.

* FREE service for Grade 1 and Grade 2 students.

PRIMARY (from Grade 3) - support in TWO languages (Italian AND English)*							
N° RATE	DISCOUNT (about)	ANNUAL FEE	SINGLE INSTALLMENT	PAYMENT DEADLINES			
9* (instead of 10)	10%	€ 7.920,00 rather than € 8.800,00	€ 882,00 including stamp duty €2 *The last installment is free (offer valid only for the 1st child)	by the end of the month preceding the reference month(e.g. the September installment must be paid by August 31, 2026) only with AUTOMATIC CONTINUOUS BANK TRANSFER			
1	12%	€ 7.750,00	€7.752,00 including stamp duty €2	by 08/31/2026			
2	9%	€ 8.000,00	€ 4.002,00 including stamp duty €2	by 08/31/2026		by 12/15/2026	
4	5%	€ 8.360,00	€ 2.092,00 including stamp duty €2	by 08/31/26	by 11/30/26	by 01/31/27	by 04/30/27

MIDDLE SCHOOL - support in ONE language (Italian or English)							
N° RATE	DISCOUNT (about)	ANNUAL FEE	SINGLE INSTALLMENT	PAYMENT DEADLINES			
9* (instead of 10)	10%	€ 7.425,00 rather than € 8.250,00	€ 827,00 including stamp duty €2 *The last installment is free (offer valid only for the 1st child)	by the end of the month preceding the reference month(e.g. the September installment must be paid by August 31, 2026) only with AUTOMATIC CONTINUOUS BANK TRANSFER			
1	12%	€ 7.260,00	€ 7.262,00 including stamp duty €2	by 08/31/2026			
2	9%	€ 7.500,00	€ 3.752,00 including stamp duty €2	by 08/31/2026		by 12/15/2026	
4	5%	€ 7.840,00	€ 1.962,00 including stamp duty €2	by 08/31/26	by 11/30/26	by 01/31/27	by 04/30/27

MIDDLE SCHOOL - support in TWO languages (Italian AND English)							
N° RATE	DISCOUNT (about)	ANNUAL FEE	SINGLE INSTALLMENT	PAYMENT DEADLINES			
9* (instead of 10)	10%	€ 8.145.00 rather than € 9.050,00	€ 907,00 including stamp duty €2 *The last installment is free (offer valid only for the 1st child)	by the end of the month preceding the reference month (e.g. the September installment must be paid by August 31, 2026) only with AUTOMATIC CONTINUOUS BANK TRANSFER			
1	12%	€ 8.000,00	€8.002,00 including stamp duty €2	by 08/31/2026			
2	9%	€ 8.240,00	€ 4.122,00 including stamp duty €2	by 08/31/2026		by 12/15/2026	
4	5%	€ 8.600,00	€ 2152,00 including stamp duty €2	by 08/31/26	by 11/30/26	by 01/31/27	by 04/30/27

Payments can be made in the following ways*: debit card, credit card, bank transfer or check, cash. Payment in cash is permitted up to a maximum of Euro 4,999.99, as established by article 1, paragraph 384 of the 2023 Budget Law.

NB: the 2020 budget law established that from 01/01/2020 in order to take advantage of the 19% IRPEF deduction in the tax return, expenses must be incurred in a traceable manner (debit card, credit card, bank transfer or check), therein including attendance at kindergartens, schools and universities.

Please note that for invoices exceeding Euro 77.47, the customer is required to pay Euro 2.00 in stamp duty.

DISCOUNTS APPLICABLE TO FAMILIES

- SECOND CHILD: 10% discount on the annual fee;
- THIRD CHILD: 20% discount on the annual fee;
- FOURTH CHILD: 25% discount on the annual fee.

ADDITIONAL COSTS excluded from the annual school fee☐ **Meals:**

MEAL TARIFFS for the students who regularly use the canteen service⁵			
N° PAYMENTS	Installment	DEADLINE OF PAYMENT	
1	€ 1252,00 included €2 in stamp duty	By the 31/08/2026	
2	€ 677,00 included €2 in stamp duty	By the 31/08/2026	By the 31/01/2027

MEAL TARIFFS for students who utilize the service on an occasional basis.	
Cost per meal	DEADLINE OF PAYMENT
€ 8,50	By the end of the month

- ☐ **Language Support Service for Students (commencing from Grade 3) who lack the requisite competencies to engage with the educational program:** kindly refer to the dedicated tariff titled "ANNUAL SCHOOL FEES A.Y. 2026/2027 for Students Requiring LANGUAGE SUPPORT," found in the preceding pages of this document. **Please note: should language support be mandated, the student's attendance at school will be contingent upon adherence to the stipulated payment conditions (refer to "Payment Conditions," point 3 on the subsequent page).**

- ☐ Textbooks, handouts and subscriptions to didactic digital resources
- ☐ Teaching material for personal use
- ☐ **Chromebook** (required for Grade3 a.s. 2026/2027)- more information on the type of Chromebook will be provided before the start of the school year
- ☐ **Computer** (required for Grade 6 a.s. 2026/2027)- more information on the type of computer will be provided before the start of the school year
- ☐ Outings and educational visits
- ☐ **School uniforms** - can be purchased exclusively from the external suppliers: **FACTORY ART** and **SPEEDY COPY**. For further details consult
 - ☐ ANNEX D - Uniform Regulations (dress code)
 - ☐ the price lists for the school year 2026/2027 - ANNEX D1 and ANNEX D2
- ☐ Support for pupils with specific educational / behavioral needs

⁵ **Meals not consumed during school absences shall not be refunded or reused.**

TERMS AND CONDITIONS AS 2026/2027

Payment Conditions:

1. Refunds and reductions for school absences are not granted.
2. Early exits or exemption from school sports activities, granted upon presentation of a medical certificate proving the student's physical impossibility, do not entail any reduction in the school fee (see GENERAL SCHOOL REGULATION for operational indications related to the exemption from physical education).
3. The School will take action to recover any unpaid fees once the period of two months from the deadline for payment of the same has elapsed, subject to an e-mail notice. In the absence of written feedback from the family, it may also be possible to suspend the attendance of the pupil whose administrative position is seriously unsolved as well as refusal to enroll him in the following school year even if already accepted and paid within the terms.
4. In case of delayed or non-payment of the relative fees for the school services provided, both parents will be jointly and severally liable, by virtue of the school enrollment signed by both, unless otherwise agreed to be communicated to the school in writing by both.

General conditions

1. Enrollment / formalized re-enrollment, if parents withdraw their children before the beginning of the school year, disregarding the commitment undertaken, given the need of the School to provide for the correct programming of classes for the following school year , they must pay a sum equal to
 - a. they must pay a sum equal to two months of the school fee due, as a penalty if communication of withdraw from the school is done by the 15th of June;
 - b. they must pay a sum equal to three months of the school fee due if communicated by the 20th of August;
2. During the school year, parents can withdraw their children from attendance before the end of the year with a notice period of three months. In the absence of such notice, an amount equal to three months will have to be paid as a penalty (50% of the total annual fee of tuition).
3. The School reserves the right to expel pupils who seriously violate the school regulations at any time.

4. By signing this form, the family declares to have read the school regulations published on the School website and to undertake to respect them in every point.
5. The suspension of teaching activities in presence due to force majeure, by decision of the authorities or in any case for reasons not attributable to the school will not entail any reduction in the annual fee, as distance learning will be offered according to the ministerial guidelines and the International Baccalaureate.
6. The calendar of lessons may vary during the school year. This is always in compliance with the mandatory minimum opening days set by the Italian State and the International Baccalaureate. The changes will not lead to a reduction in tuition.
7. If necessary, the school management reserves the right to adopt derogations from the above terms and conditions.

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PAYMENT METHODS

Payments can be made in the following ways:

(1) By BANCOMAT / CREDIT CARD

(2) By NON-TRANSFERABLE BANK CHECK made out to MY SCHOOL SRL

(3) By BANK TRANSFER in favor of MY SCHOOL SRL

_IBAN: IT 21 Q 06230 14500 000043465461; BIC SWIFT: CRPPIT2PXXX

Crédit Agricole, Via A.Diaz (VITERBO)

(4) In cash, up to a maximum of Euro 4,999.99, as established by article 1, paragraph 384 of the 2023 Budget Law.

Last document revision: June 2026