

IB Africa, Europe and the Middle East

The IB is a non-profit Swiss foundation. We cover our operating and development costs by charging fees for our services. Any surplus we make in providing these services is reinvested back into the organization in pursuit of our mission.

Regional fees

From September 2011 to August 2012

NB: These fees apply to all schools in IBAEM already authorized, in the authorization process or that apply for candidacy.

Currency of payment:

All IB World schools in IB Africa, Europe and Middle East must pay in their assigned currency.

All other schools must pay their fees in British pounds (GBP), except schools in Switzerland who pay in Swiss francs (CHF).

Explanatory Note to publication of 2011-2012 regional fees

The IB implemented a new authorization process on 1 January 2011. Schools that became candidate before 1 April 2011 will pay an application for authorization fee (old Part B) and a candidate continuation fee, the latter provided their candidate status is extended for another year. All schools that became candidate as from 1st April 2011 must adhere to the fees for the new authorization process (application for candidacy and annual candidate fee).

Application for candidacy fee

This non-refundable fee is charged once and due in March prior to the submission deadline (1 April) and upload of *Application for candidacy* and supporting documents. Late applications will be accepted up to 1st October, payment must be made before that date..

	USD	CHF	GBP
Diploma/PYP/MYP application for candidacy fee	3840	4420	2200
<p>Description and services</p> <p>This fee covers the costs associated with :</p> <ul style="list-style-type: none"> - the review and processing of the <i>application for candidacy</i> - advice and guidance in relation to programme implementation - access to the Online Curriculum Center (OCC), coordinator notes, programme development and updates, once the school has been accepted as a candidate. 			

Annual Candidate fee

The *annual candidate fee* is charged to the school for every year until school authorization and is to be paid by 1st September of every candidate year. Schools applying late (by 1st October) will be charged the full annual fee . This fee only applies to schools granted candidacy status after 1 April 2011.

	USD	CHF	GBP
Diploma/PYP/MYP annual candidate fee	9090	10450	5200
<p>Description and services</p> <p><i>Annual candidate fee</i> is payable by Diploma/PYP/MYP candidate schools, for each year during which a school retains candidate status (every 1st September) or until the IB receives a formal letter, signed by the head of school of its desire to terminate their IB candidate status from the programme, minimum 3 months before the termination of the billing year.</p> <p>This fee covers the costs associated with :</p> <ul style="list-style-type: none"> - access to curriculum materials and updates - advice either through the regional office or from IB approved consultants - a two-day on-site consultation visit including associated travel and incidental costs - 20 hours of remote consultancy per candidate year - the review and processing of the <i>application for authorization</i> and supporting documentation - two-day on-site verification visit including associated travel and incidental costs - work associated with the visits (organisation, monitoring and follow-up) - processing of the report by both the Regional Office and Headquarters <p><u>The fee is exclusive of accommodation required when visiting a school, which is booked and paid for by the visited school.</u></p>			

Candidate continuation fee

This fee is only applicable to schools that became candidate before 1 April 2011.

For PYP/MYP candidate schools this fee is due for each year during which a school retains candidate status. For Diploma Programme candidates, the fee is due if the authorization process is extended.

	USD	CHF	GBP
PYP/MYP candidate continuation fee	7860	9040	4500
Diploma candidate continuation fee	5410	6220	3090

Description and services

Annual continuation fee is payable by PYP/MYP candidate schools, for each year during which a school retains candidate status (every 1st September or 1st January) or until the IB receives a formal letter, signed by the head of school of its desire to terminate their IB candidate status from the programme, minimum 3 months before the termination of the billing year. In the case of the diploma programme, if the authorization process is extended, the school will be charged with the diploma continuation fee.

The continuation fee allows schools to continue to receive programme implementation support, access to all curriculum materials, etc.

Application for authorization fees (old Part B): verification visits (authorization) between September 2011 and August 2012.

This fee only applies to schools that became candidate before 1 April 2011 and with a scheduled verification visit between September 2011 and August 2012. The fee is due when *Application for authorization* is submitted.

	USD	CHF	GBP
PYP/MYP/Diploma application for authorization (old Part B) fee	5100	5870	2920

Description and services

Non-refundable fee due when Application for authorization (old Part B) is submitted. It covers the costs associated with:

- The reviewing of the application and supporting documentation
- Work associated with the visit (organization, monitoring and follow-up)
- Processing of the report by both, the regional office and headquarters
- Training of school visitors

Following the visit the school will be recharged a flat rate which covers the costs incurred by the visiting team and includes meals and miscellaneous costs. Air transport is recharged at cost, other means of transport on fixed rates. The fee is

exclusive of accommodation required when visiting a school, which is booked and paid for by the visited school.

All authorization visits taking place between 1st September 2011 and 30th August 2012 will be charged this fee if the school was in the authorization process or became candidate before 1 April 2011.

The Application for authorization fee (old Part B) will be charged again if the school is required to make a further application for authorization due to the outcome of the initial review of the application or the verification visit. In all cases, this will be communicated to the school by the regional office.

Evaluation Visit Flat Fee

	USD	CHF	GBP
PYP/MYP/Diploma evaluation visit flat fee	3000	3450	1715
Description and services This fee covers the costs associated with: <ul style="list-style-type: none">- Reading of self-study and supporting documents by external readers- associated travel of 2-3 visitors- incidental costs of visiting team These costs were previously charged to schools after the visit. Following the visit there will be no recharges to schools unless exceptional circumstances occur. <u>The fee is exclusive of accommodation required when visiting a school, which is booked and paid for by the visited school. For the diploma programme, this fee only applies if an evaluation visit is organized.</u>			

School support services: other fees

	USD	CHF	GBP
PYP/MYP/Diploma Consultation visit* daily fee per consultant	1110	1280	635
Description and services The daily rate per consultant fee covers: <ul style="list-style-type: none">- costs associated with the visit (organization, monitoring and follow-up)- training and honorarium of our consultants <u>The fee is exclusive of:</u> <ul style="list-style-type: none">- <u>accommodation required when visiting a school, which is booked and paid for by the visited school.</u>- Air transport is recharged at cost, other means of transport on fixed rates- flat rate which covers the costs incurred by the consultant and includes meals and miscellaneous costs When a visit is combined with an in-school workshop, this fee will be charged only for the days of consultation. The days spent for the workshop will be charged the usual in-school per participant fee. *A consultation visit, beyond the one included in the annual candidate fee, may be requested by the school during the authorization process or suggested by the regional office. Authorized schools may also request a consultation visit.			

	USD	CHF	GBP
PYP/MYP/Diploma in-school workshop fee per participant per day	130	150	75

Description and services

The in-school workshops per participant fee covers the costs associated with the workshop (organization, monitoring and follow-up) training and honorarium of our workshop leaders and the IB's intellectual property.

You will be charged a flat rate which covers the costs incurred by the trainer and includes meals and miscellaneous costs. Air transport is recharged at cost, other means of transport on fixed rates. The fee is exclusive of accommodation required when visiting a school, which is booked and paid for by the visited school.

These fees are based on a minimum of 10 and a maximum of 36 participants per workshop. Where there are fewer than 10 participants the workshop will be charged as for 10. Details of per participant fees for workshops with more than 36 participants are available on request from the regional office.

Cancellation Fee

	USD	CHF	GBP
PYP/MYP/Diploma cancellation Fee	870	1000	500

Description

A verification visit, consultation visit or in-school workshop cancelled after the agreement (when regional office sends school confirmed consultants/team) has been made, will be charged this cancellation fee plus any related costs already incurred and not covered by the relevant fee. This cancellation fee also applies to programme evaluation visits.