

IB AFRICA EUROPE MIDDLE EAST FEE STRUCTURE

Valid from 1 September 2007 - 31 August 2008

PROGRAMME	DIPLOMA			MIDDLE YEAR			PRIMARY YEAR		
	CHF	USD	GBP	CHF	USD	GBP	CHF	USD	GBP
<i>Fees set at regional level</i>									
APPLICATION & CONTINUATION FEES									
Application fee - PART A (1) (Non refundable fee charged to schools applying for candidate status after 1 September 2007)	3,850	2,962	1,692	6,785	5,220	2,985	6,785	5,220	2,985
Annual Continuation fee (2) for candidate schools (charged for every full academic year that the implementation lasts. It does not cover the expenses of the compulsory consultation visit)	N/A	N/A	N/A	6,785	5,220	2,985	6,785	5,220	2,985
Application fee - PART B (3) (charged once only when a school submits its documentation for an authorization visit previously scheduled)	2,650	2,038	1,164	2,600	2,000	1,142	2,600	2,000	1,142
Administrative fee for postponed schools for Diploma Programme (4) (Receiving a second authorization visit within 12 months)	N/A	N/A	500	N/A	N/A	N/A	N/A	N/A	N/A
IN-SCHOOL WORKSHOPS									
In-school workshop - Administrative fee (4)	650	500	286	650	500	286	650	500	286
In school workshop - Per capita fee (4)	25	19	11	25	19	11	25	19	11
In school workshop - Daily rate / Honorarium	429	330	189	429	330	189	429	330	189
IN-COOPERATION WORKSHOPS									
In cooperation workshop - Administrative fee (4)	650	500	286	650	500	286	650	500	286
In cooperation workshop - Per capita fee (4)	91	70	40	91	70	40	91	70	40
FEES ASSOCIATED WITH CONSULTATION VISITS									
Consultation visit - Administrative fee (5)	650	500	286	650	500	286	650	500	286
Consultation visit - Daily rate / Honorarium (6)	429	330	189	429	330	189	429	330	189

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TYPE OF FEE									
<i>Fees set at corporate level</i>									
ANNUAL FEES									
Annual fee (charged every academic year after a school becomes authorized)	11,505	8,850	5,057	6,785	5,220	2,985	6,785	5,220	2,985
Annual fee discounted for 3 programmes	11,051	8,501	4,858	6,334	4,872	2,784	6,334	4,872	2,784
Annual fee discounted for 2 programmes DP / MYP	11,167	8,590	4,908	6,447	4,959	2,834			
Annual fee discounted for 2 programmes DP / PYP	11,167	8,590	4,908				6,447	4,959	2,834
Annual fee discounted for 2 programmes MYP / PYP				6,447	4,959	2,834	6,447	4,959	2,834
EXAMINATION FEES FOR DIPLOMA PROGRAMME (PER STUDENT)									
Registration fee	160	123	70	N/A	N/A	N/A	N/A	N/A	N/A
Subject fee (7)	109	84	48	N/A	N/A	N/A	N/A	N/A	N/A
MODERATION FEES FOR MIDDLE YEARS PROGRAMME									
(IB world schools may opt to have their internal assessment moderated by the IB. If they do, there are two assessment fees)									
School subject fee (for every subject moderated)	N/A	N/A	N/A	798	614	351	N/A	N/A	N/A
Student fee	N/A	N/A	N/A	75	58	33	N/A	N/A	N/A
MONITORING OF ASSESSMENT FEE FOR MIDDLE YEARS PROGRAMME									
Per subject fee	N/A	N/A	N/A	226	174	99	N/A	N/A	N/A



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(1) Application PART A fees are inclusive of:

- * Reading and processing of initial application
- * Advice and guidance in relation to implementation of the programme, subscription to the OCC
- * Arrangement of the pre-authorization visit, staff time on the pre-authorization visit itself and preparation and submission of the pre-authorization report
- * Coordinator notes and programme development and updates, access to in-school training and consultation

This fee is exclusive of airfares, accommodation and incidental costs incurred by the visiting team for the pre-authorization visit

(2) Annual Continuation fees are equivalent to the annual basic subscription fee and are payable by MYP and PYP candidate schools, for each year during which a school retains candidate status

(3) Application PART B fees cover the administrative costs associated with:

- * The reviewing of the application and supporting documentation
- * Arranging the authorization visit, staff time on the authorization visit itself and preparation and submission of the authorization report.
- * Processing of the report by both the Regional Office and Headquarters

This fee is exclusive of airfares, accommodation and incidental costs incurred by the visiting team for the authorization visit

(4) ANY NEW REQUEST FOR WORKSHOP RECEIVED AFTER NOVEMBER 1ST 2007 FOR 2008 WILL BE CHARGED AN ADMINISTRATIVE FEE.

The per-capita fee for in-school workshops / in-cooperation workshop is meant to contribute to IB's cost to train school visitors and workshop leaders

(5) ANY NEW REQUEST RECEIVED AFTER NOVEMBER 1ST 2007 FOR A CONSULTATION VISIT IN 2008 WILL BE CHARGED AN ADMINISTRATIVE FEE.

This administrative fee will apply for the following visits:

- * Preliminary visits
- * Pre-authorization visits
- * Information visits
- * Return-authorization visit
- * Follow-up visit to authorization visit

This fee will cover the administrative work in relation to the visit (organization, monitoring and follow-up)

When a visit is combined with in-school workshop, the administrative fee is charged once only

(6) The daily rate / honorarium for consultation visit will apply for the following visits:

- * Preliminary visits
- * Pre-authorization visits
- * Information visits
- * Return-authorization visit
- * Follow-up visit to authorization visit

(7) There is no fee for theory of knowledge or extended essay assessment by diploma category students



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Currency of payment

For authorized schools:

Authorized IB schools must pay in their assigned currency.

For interested / candidate schools:

Payment must be in UK pounds (GBP) only. If your school is in Switzerland, you may pay in Swiss francs (CHF).

IB's Financial Procedure

The IB has recently relooked at its financial procedure in relation to collecting amounts owed.

Following a process of iterative communication with a school, services to the school will be withdrawn if the final notification to the school (Coordinator and head of school) is ignored. If the situation is further ignored, the school will be de-authorized.



MAKING PAYMENTS TO THE IB IN THE AFRICA, EUROPE, MIDDLE EAST REGION

- IB World Schools are asked to pay in their assigned currency. Bank charges will be applied to schools paying in a currency other than the assigned one. Individuals paying on behalf of an IB World School should pay in the currency assigned to the school.
- Interested & candidate schools in IBAEM pay in Pounds Sterling (GBP). Schools based in Switzerland pay in Swiss francs (CHF).
- Whenever possible we would be grateful if you could make your payment by bank transfer. Our bank details are as follows:

Bank Name: Lloyds TSB Bank plc
BIC Code: LOYDGB21383 (to be used if paying from abroad)
Sort Code: 30-92-07 (to be used if paying from within UK)
Bank Address: 45 Newport Road, Cardiff, CF24 1TW United Kingdom
Name of Account: International Baccalaureate Organization
Account No.: (see below)

Please inform your bank that all costs are to be met in advance and that the IB must receive the exact amount due.

- Cheques are to be made out to: **International Baccalaureate Organization**. Please do not specify any regional office names whatever your payment is meant to cover.
- Whatever your means of payment, please be sure to quote the details of it. This information is **essential** for us to identify your payment. Please quote our invoice reference no. or at least your IB code (if applicable) or your school name and the nature of your payment, i.e. "Application Fee", "Workshop in London", etc

MEANS OF PAYMENT

- *PAYMENT IN SWISS FRANCS (CHF):*

Either by cheque drawn on a bank in Switzerland
or, preferably, by bank transfer to account no.: **24058312**
IBAN number: **GB65 LOYD 3092 0724 0583 12**

- *PAYMENT IN US DOLLARS (USD):*

Either by cheque drawn on a bank in the United States
or, preferably, by bank transfer to account no.: **11107232**
IBAN number: **GB45 LOYD 3092 0711 1072 32**

- *PAYMENT IN POUNDS STERLING (GBP):*

Either by cheque drawn on a bank in the United Kingdom
or, preferably, by bank transfer to account no.: **00719588**
IBAN number: **GB51 LOYD 3092 0700 7195 88**

FOR FURTHER INFORMATION, PLEASE CONTACT
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