



CONTINGENCY PLANNING

Fall, 2020

The Summer Language Program has begun today at AIS-Salzburg and students are once again living in our dormitory rooms and attending language courses in German and English.

Precautions are in place that are in agreement with government and health requirements and the programming itself has been adjusted to ensure that the students' health is guaranteed to the highest level. These two, two-week sessions, ending August 15th, will be utilized to evaluate our procedures and protocols, giving us the opportunity to adjust any of these before the school year begins in September.

At present, the health situation here in Salzburg, Austria is such that we are confident that the school year will begin as planned in early September. Infection numbers are low and the government and health officials are effectively locating clusters of infections and dealing with these locally. There remains a very high level of consensus and cooperation among the citizens in support of any and all government regulations and actions and the adaptations, policies and protocols that we presently have in place (<https://www.ais-salzburg.at/wp-content/uploads/2020/07/Corona-Policies.pdf>) are informed by local health official information and adequate provided unified and consistent support by the school staff and student body (See Corona Pledge at <https://www.ais-salzburg.at/wp-content/uploads/2020/07/CovidPledge.pdf>). The Austrian government is also planning on opening all schools as well as universities in September, 2020.

However, prudent, comprehensive considerations require that we also establish flexible alternative plans should the situation worsen over the next eight weeks. Below, then, is an outline of contingency planning that may be considered under such worsening health circumstances. Using the summer program as direct experience and as a realistic evaluation of our policies alongside maintaining close cooperation and communication with local officials should allow us to provide ***certainty and final planning as of August 17, 2020 at the latest at which time all students enrolled as well as their parents or guardians will be contacted.***

The Options:

By August 17, the American International School-Salzburg will put into place one of the following four contingency plans:

Primary Plan: *Normal Operation with CoVid-19 Adjustments*

Under this plan, the school will open its doors to all accepted and enrolled students as of September 7 (first arrival day) and classes will begin on September 10 at 08:00 following an orientation day on the 9th. Adjustments in response to the CoVid-19 crisis will be in place (see policies here). All boarders and day students will engage in on-campus instruction in our classrooms. This is presently the most-likely scenario upon which we are planning.

Contingency Plan 1: *Delayed Opening of Operation*

If necessary given the situation, the school administration may choose this option which will delay the start of the school year until October 1 or October 15 and extend the calendar into June, 2021 to ensure requirements surrounding instructional time are met. The particular health and safety circumstances will determine the exact date of the start of the school year and arrival of boarders to Salzburg.

Contingency Plan 2: *Online, Virtual Instruction*

If necessary, the administration will also consider the option of beginning instruction online as of September 10. All students registered will begin coursework online with their teachers until it is safe for students to travel to the school. Appropriate adjustments to tuition and fees will be applied (See below).

Contingency Plan 3: *Hybrid Instruction*

A last option would be for the administration to declare that instruction will take place both online as well as on campus starting September 10. Such a plan would be elected should the number of students unable to travel and arrive on campus were significant, justifying this hybrid solution. Appropriate adjustments to tuition and fees for those who cannot arrive in Salzburg in September will be applied (See below).

What are the factors under consideration by AIS-Salzburg?

A combination of factors—always confirmed by local and national health authorities—will be utilized to confirm that the regular school year will begin as planned or that one of the contingent plans needs to be put into place and announced on August 17th. These factors include:

- Whether the health and governmental authorities in Salzburg and Austria allow the school to receive boarders and commence with normal classroom instructions.
- how many active CoVid-19 cases exist in Salzburg city and whether these numbers are growing or declining.
- how many active CoVid-19 cases exist in Salzburg Province and whether these numbers are growing or declining.
- how many active CoVid-19 cases exist in Austria and whether these numbers are growing or declining.
- numbers of students able to travel to Salzburg given national border closings and travel restrictions.
- Other pertinent factors unknown at this time.

Tuition and Fees Adjustments and Refunds

- I. For boarding students who are **able to arrive in Salzburg** and take up residency or day students who are enrolled in regularly-scheduled classroom instruction as per the school's published calendar, the school's tuition refund policy is in effect without restriction.

- II. For all full- and five-day boarding students who are accepted and enrolled **after the published start of the school year**, tuition and fees will be adjusted by taking the total number of weeks that enrollment will include and billing only for this period at the school. A down payment on tuition may not be required if the student plans on arriving and taking up enrollment within 30 days of being accepted. Instead, the adjusted tuition rate is billed forthwith. For those who desire enrollment later than 30 days after being accepted, a down payment, adjusted for the total period of enrollment will be required within 30 days of acceptance. Day student tuition rates will also be adjusted by taking the total number of weeks which enrollment will include and dividing this into two or three payments, depending upon whether or not enrollment begins before the start of the Winter Trimester (late November) or afterwards. Three payments will be invoiced for day students who join us for the start of the Winter Trimester: one-third due 30 days after acceptance, a second third on November 1 and a third and final payment on March 1. Day students who are accepted after the start of the Winter Trimester will be invoiced twice: the first payment due within 30 days of acceptance; the second on March 1.

- III. For full-boarding students who have been accepted and have made a down payment, yet are **unable to travel to the school because of government restrictions** and must engage in online instruction until travel is allowed, tuition will be revised based upon their eventual enrollment and residency at the school. On a weekly basis, such students will be charged the day student tuition rate as published in the AIS-Salzburg brochure for the 2020-2021 school year. This weekly tuition will be covered by the previous down payment received so that no further tuition payments are required unless this period of restriction from travel extends beyond November 1, 2020. As soon as restrictions are lifted and the student arrives at the school to take up residency, a new invoice will be calculated based upon the number of weeks of online instruction at the day-student tuition rate plus the

remaining year at the appropriate full- or 5-day boarding rate. This payment must be made upon arrival and the start of residency.

- IV. If, ultimately, it is **not possible for the student enrolled to participate in instruction**, whether online or at the school, AIS-Salzburg will refund all tuition and fees paid excepting any particular costs incurred by the school. Only the application fee is non-refundable.

- V. In the event that the school's administration is required by the official authorities to **cease and desist all educational operations** or to limit these significantly (for example, it is required that boarding students must depart the school, etc.), the school will provide online instruction to all students for the period of time until normal instruction is allowed to resume. All tuition rates for periods in which the school is required to instruct students online will reflect the appropriate day student tuition and fees rate as published by the school. If a cease and desist order from the authorities prohibits online instruction or the school discontinues its educational mission, all remaining tuition and fees will be refunded excepting any particular costs incurred by the school. The application fee alone remains non-refundable.

Final Commentary

As I stated at the beginning of this communication, it is our strong opinion presently that the school year will begin on campus as per our published calendar. However, it would be foolish of us not to consider possible circumstances that would not allow this or would compromise the educational offerings of AIS-Salzburg significantly, thereby requiring adjustment and alternative planning.

If you have any questions concerning this information, please contact us at your convenience.

Thank you for your attention.

Sincerely,



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