

ISGR SCHOOL FEE PAYMENT PLAN – ACADEMIC YEAR 2017/2018

The school fee for the international section is 31,745 SEK per student for the 2017-18 academic year.

School fee paid by parent/legal guardian

In accordance with our terms & conditions, upon Enrollment, Parents/Guardians are obligated to pay a minimum of one term for the student's place, regardless of the student's start/end date.

Autumn Term 2017 (August-December)	Spring Term 2018 (January-June)
<p>Autumn Term fee: SEK 15,873 The fee may be divided into a maximum of three instalments of SEK 5,291 paid by:</p> <ul style="list-style-type: none"> - 31 August - 31 October - 30 November <p><i>For students starting after these dates, payment for the full term must be received by 30 November, 2017 or by special arrangement if permitted to start in December.</i></p>	<p>Spring Term fee: SEK 15,872 The fee may be divided into a maximum of three instalments of SEK 5,291 paid by:</p> <ul style="list-style-type: none"> - 31 January - 31 March - 31 May <p><i>For students starting after these dates, payment for the full term must be received by 31 May, 2018 or by special arrangement if permitted to start in June.</i></p>
<p>Invoices are sent in a PDF format to the email address provided in the 'Acceptance and Invoice Details' form on OpenApply.</p> <p>If you wish to pay by installment, you must inform the finance department: Helen.Lang@isgr.se</p> <p>The customer invoice number must be used as a reference on each installment.</p>	<p>Invoices are sent in a PDF format to the email address provided in the 'Acceptance and Invoice Details' form on OpenApply.</p> <p>If you wish to pay by installment, you must inform the finance department: Helen.Lang@isgr.se</p> <p>The customer invoice number must be used as a reference on each installment.</p>

School fee paid by company/institution

Student starting during the Autumn Term	Student starting during the Spring Term
Fee to pay: SEK 31,745 Due date: 30 days after the date of invoice.	Fee to pay: SEK 15,873 Due date: 30 days after the date of invoice.

Unpaid invoices

If the invoice instructions are not followed, a reminder will be sent 10 days after the due date of payment. If the payment is still not made, the invoice will be sent to a debt-collecting agency and the student must then terminate their education at ISGR by the end of that term; 31 December or 30 June.

WITHDRAWAL PROCEDURE

A signed Withdrawal Form must be sent to the Admissions Office: admissions@isgr.se by the following dates:

Students leaving at the end of Autumn Term (December 2017)	Students leaving at the end of Spring Term (June 2018)	Students leaving in the middle of term
Withdrawal forms must be submitted by 31 October, 2017	Withdrawal forms must be submitted by 30 April, 2018	Withdrawal forms must be submitted 30 days before the student's last day at school

Potential Withdrawals: If you are planning a move, but it is not confirmed, please submit a Withdrawal Form before the due date and indicate that the withdrawal is subject to being deferred to a later date. If your moving date is deferred then you will need to submit an amended Withdrawal Form. This will be kept confidential, yet is essential for ISGR to plan for teaching and classroom resources.

Late Withdrawal / Initial Enrollment Fee: Families that do not submit a signed withdrawal form by the due date will be charged school fees for the equivalent of two months enrollment: SEK 5,291. This fee also applies to families that do not take up an allocated place after they have been enrolled.

School Fees: Student school fees must be paid by the withdrawal date.

School Reports*: Grades are only provided at the end of each term. A progress report can be made for students leaving in the middle of a term, without a grade.

Vaccination Reports*: Can be prepared upon request and once withdrawal forms are submitted.

Leaving Certificates*: Can be prepared upon request for the student's last day at school once withdrawal forms are submitted and all fees paid.

Refunds: School fees for Spring Term are only refunded when a family pays the total yearly school fee of SEK 31,745 at the beginning of the academic year, but then withdraws by the 31st of October. Please note: Students that leave during the autumn and spring terms must pay the full fee for that term.

*Please note that there is a 2 week administration time for leaving certificates and reports.