

## ISGR SCHOOL FEE PAYMENT PLAN – ACADEMIC YEAR 2020-2021

The school fee for the international section is SEK 35,470 per student for the 2020-2021 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.

**Initial Enrollment Fee:** A fee of SEK 5,912 applies to families that do not take up an allocated place after they have agreed & accepted a place by completing the Acceptance & Invoice Details form.

Autumn Term 2020 (August-December)	Spring Term 2021 (January-June)
<p>Autumn Term fee: SEK 17,735</p> <p><b>The fee may be divided into a maximum of three instalments of SEK 5,912 paid by:</b></p> <ul style="list-style-type: none"> <li>- 31 August</li> <li>- 31 October</li> <li>- 30 November</li> </ul> <p><i>For students starting after these dates, payment for the full term must be received by 30 November, 2020.</i></p>	<p>Spring Term fee: SEK 17,735</p> <p><b>The fee may be divided into a maximum of three instalments of SEK 5,912 paid by:</b></p> <ul style="list-style-type: none"> <li>- 31 January</li> <li>- 31 March</li> <li>- 31 May</li> </ul> <p><i>For students starting after these dates, payment for the full term must be received by 31 May, 2021.</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><b>To pay by installments, you must submit your request by 5th August 2020 via the form obtainable from the finance department: <a href="mailto:Helen.Lang@isgr.se">Helen.Lang@isgr.se</a></b></p> <p>The same <i>Invoice Number</i> 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><b>To pay by installments, you must submit your request by 30th November 2020 via the form obtainable from the finance department: <a href="mailto:Helen.Lang@isgr.se">Helen.Lang@isgr.se</a></b></p> <p>The same <i>Invoice Number</i> 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
<b>Fee to pay:</b> SEK 35,470 <b>Due date:</b> 30 days after the date of invoice.	<b>Fee to pay:</b> SEK 17,735 <b>Due date:</b> 30 days after the date of invoice.

## Unpaid invoices

If payment is not made by the due date, 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.

## WITHDRAWAL PROCEDURE

If you are withdrawing students from ISGR a [Withdrawal Form](#) must be submitted via the student's [OpenApply](#) account by the following dates:

Students leaving at the end of Autumn Term (December 2020)	Students leaving at the end of Spring Term (June 2021)	Students leaving in the middle of term
Withdrawal forms must be submitted by 31 October, 2020	Withdrawal forms must be submitted by 30 April, 2021	Withdrawal forms must be submitted 30 days before the student's last day at school

**Late Withdrawal:** Families that do not submit a Withdrawal Form by the due date will be charged school fees for the equivalent of two months enrollment: SEK 5,912

**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 35,470 at the beginning of the academic year, but then withdraws by the 31<sup>st</sup> 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.

Updated 01 July 2020

