School Fee Policy 2027-2028

Purpose

ISGR's School Fee Policy for the International Section sets guidelines as well as communicates expectations and procedures regarding the following:

- establishing transparent payment methods and procedures, including deadlines, late payment policies, and potential penalties,
- outlining any applicable additional fees,
- informing of procedures in case of overdue payments.

School Fee 2027-2028

School Fee for students of the International Section of ISGR is adjusted yearly according to the School Board decision and indexation used by the Gothenburg Region (GR). The School Fee Policy is published by November for the upcoming academic year.

The School Fee for the International Section is **SEK 50 900** per student in grades PYP0–MYP5 for the 2027-2028 academic year.

There is a 50% discount for the 3rd fee paying student in a family.

Terms & Conditions of accepting the place at the International Section of ISGR

You have the right to cancel an accepted place within 14 days after it is formally accepted.

14 days after a place is formally accepted by submitting the Acceptance & Invoice Details form via OpenApply the following financial obligations arise;

Enrollment Fee

Upon enrollment and continued attendance at ISGR, the Enrollment Fee is used towards the School Fee as its first installment.

The Enrollment Fee is non-refundable if the accepted place is declined. The Enrollment Fee is not transferable to the following term.

Enrollment Fee for the 2027-2028 School Year: **SEK 12 725** (deducted from the School Fee if the place is taken). There is no discount for the Enrollment Fee for the 3rd fee paying student in a family.

School Fee

School Fee is charged on a term basis (private payers) or on a yearly basis (companies). It is a flat fee, and must be paid in full for the term, regardless of the student's start and/or end date during that term.

School Fee for the 2027-2028 School Year: **SEK 50 900**

Late Withdrawal Fee

Late Withdrawal Fee, which is charged if a withdrawal is submitted at short notice (for details refer to the Financial Obligations at Withdrawal section below).

Late Withdrawal Fee for the 2027-2028 School Year: **SEK 12 725**

School Fee Payment Procedure for Private Payers

1. Invoices are sent electronically to the email address provided in the OpenApply application. The email address the invoices are sent from: finance@isgr.se is not active thus cannot be used for correspondence. Any invoice-related inquiries should be sent to the email address listed on the invoice.

2. The school sends 2 invoices per year; one for each term:

- continuing students: invoices are sent at least 30 days before the due dates listed below,

- students admitted during the year: the first invoice is issued upon acceptance of the place, or one month prior to the start for those with a future start date.

3. Each invoice can be paid in either one or two installments by the due dates listed below:

Autumn Term 2027 **(August-December)**	**Spring Term 2028** **(January-June)**
Autumn Term fee: SEK 25 450 **Due date: 31 July 2027** *The fee may be paid in two installments:* - 31 July 2027: **SEK 12 725** - 31 October 2027: **SEK 12 725**	**Spring Term fee: SEK 25 450** **Due date: 31 December 2027** *The fee may be paid in two installments:* - 31 December 2027: **SEK 12 725** - 31 March 2028: **SEK 12 725**

* For students admitted during the term, the first installment is due 30 days from the date of the invoice, and the second installment by the date specified above.

4. If a parent/guardian decides to pay the invoice in two installments, they should use the same invoice details for each payment. The Finance Office does not need to be contacted beforehand.

5. The Finance Office monitors the payments received thus does not need to be informed when payment has been made.

School Fee Payment Procedure for Companies/Institutions

1. Invoices are sent electronically

2. The school sends 1 invoice per year. In case a student starts at the beginning of the spring term, the invoice is adjusted and sent for that term only.

3. The invoice is due 30 days after the date of the invoice.

* For students admitted during the term, the payment is due 30 days from the date of the invoice.

Financial Obligations at Withdrawal

A withdrawal form must be submitted via the student's OpenApply account by the following dates:

Students leaving in the middle of a term	**Students leaving at the end of Autumn Term (December 2027)***	**Students leaving at the end of Spring Term (June 2028)***
Withdrawal forms must be submitted 30 days before the student's last day of attendance at school.	Withdrawal forms must be submitted by 31 October, 2027 *If the last day of attendance is between 1 December and the last day of the term.	Withdrawal forms must be submitted by 30 April, 2028 *If the last day of attendance is between 1 June and the last day of the term.

Late Withdrawal

If a withdrawal is submitted at short notice (=not by the due dates listed above), a Late Withdrawal Fee applies.

School Fee

The full term's School Fee is due before a student's withdrawal date, regardless of when the withdrawal occurs during the term.

Refunds

School Fee for spring term is only refunded when a full payment of the annual fee is made at the beginning of the academic year, and the place is withdrawn by the 31st of October.

Unpaid invoices

1. If payment is not received by the due date, a reminder is sent by the Finance Office.

2. If a payment is not received within 14 days of the reminder, the invoice is sent to a debt collecting agency (‘inkasso’):

Svea Inkasso AB, corporate registration number: 556214-1423

3. ISGR reserves the right to require prepayment of the full-term fee based on a history of delinquent payments. The invoice should then be paid within 30 days after the date of the invoice and will be sent to Svea Inkasso if not paid by the due date. Clients will be notified in advance if this applies.

4. Unpaid School Fee invoices may lead to the termination of a student's placement at the school.

Payment queries

The process of addressing payment queries should begin as soon as invoice is received and before the payment’s due date. Any concerns or requests for clarification must be submitted in writing to the Finance Office and/or the Admissions Office.

Payment disputes

Any concerns or requests for clarification must be submitted in writing to the Finance Office. If a resolution is not reached, the query will be reviewed by the CFO, and if still unresolved, referred to the CEO for a final decision.