



School Fee Policy 2025-2026

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 2025-2026

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 March 31st for the upcoming academic year.

The School Fee for the International Section is **SEK 46,090** per student in grades PYP0 - MYP9 for the 2025-2026 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

Once a place is formally accepted by submitting the Acceptance & Invoice Details form via OpenApply, the following financial obligations arise:

Enrollment Fee

- Enrollment Fee is applicable as soon as a place is accepted. 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 after acceptance. The Enrollment Fee is not transferable to the following term.

- Enrollment Fee 2025-2026: **SEK 11 522** (deducted from the School Fee if the place is taken).

School Fee

- School Fee, which 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 2025-2026: **SEK 46 090**





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 2025-2026: **SEK 11 522**

School Fee Payment Procedure for Private Payers

1. Invoices and payment instructions are sent electronically to the email address/addresses 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,

- newly admitted students: the first invoice is sent at least 30 days before the planned start date.

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

Autumn Term 2025 (August-December)	Spring Term 2026 (January-June)
Autumn Term fee: SEK 23,045	Spring Term fee: SEK 23,045
Due date: 31 July 2025	Due date: 31 December 2025
<i>The fee may be paid in two installments:</i>	<i>The fee may be paid in two installments:</i>
- 31 July 2025: SEK 11,522	- 31 December 2025: SEK 11,522
- 31 October 2025: SEK 11,523	- 31 March 2026: SEK 11,523

* 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 Department does not need to be contacted beforehand.

5. The Finance Department 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 and payment instructions are sent electronically according to the instructions provided in the Acceptance & Invoice Details form 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 1 invoice per year. In case a student starts at the beginning of the spring term, the first invoice is adjusted and sent for that term only.
3. The invoices must be paid by the due dates listed below:

Student starting in the Autumn Term		Student starting in the Spring Term	
Fee to pay:	SEK 46,090	Fee to pay:	SEK 23,045
Due date:	31 July 2025	Due date:	31 December 2025

* 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 2025)*	Students leaving at the end of Spring Term (June 2026)*
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, 2025 *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, 2026 *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 via the OpenApply platform.
2. If a payment is not received within 14 days of the reminder, the invoice is sent to a debt collecting agency ('inkasso'):

Intrum AB, corporate registration number: 556607-7581

3. ISGR reserves the right to require prepayment of the full term fee based on a history of delinquent payments.
4. Unpaid School Fee invoices may lead to the termination of a student's placement at the school.

Payment queries

The process for addressing payment queries shall 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 Department and/or the Admissions Office.

Payment disputes

The process for addressing payment disputes begins after full payment of School Fees. Upon payment, any concerns or requests for clarification must be submitted in writing to the Admissions 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.