

ISP TUITION PAYMENT POLICY

FEES

Application Fee: a one-time, non-refundable Fee, payable at the time of application.

Tuition Fees: Fees are payable once a year before the **1st July**. A deposit of 1000 € is required to secure a place. Fourth and further children registering from the same family will not be charged the Entry Fee. A student enrolling at ISP after the February break will be required to pay 60% of the full Tuition Fee. No other reductions will be made in the case of enrollment after that date. It is however possible to apply for Financial Aid for the following year.

Entry Fees: There is a one-time, non-refundable Fee which is payable for each new student.

CONTRACT

The Parent agrees to pay all of the school Fees indicated in the Fee Schedule by July 1st or, at the latest, upon receipt of the invoice. Tuition Fees may be paid in installments, according to the conditions set out below providing that the installment plan is in place before the initial due date.

The payment of the Fees and other additional services is the responsibility of the Parent, regardless of any agreement that he/she may have concerning the payment of these Fees by a third party. Payments are acceptable in Euros only and must be made via check or a bank transfer.

In the event that all or part of the sum due is not paid by the 1st July, and that installment payments have not been requested, a formal demand for immediate payment of the Fees shall be sent to the Parent. **If payment is not made within 30 days of the date of dispatch of the demand, the student will not be accepted at entry date or will be suspended from ISP until such time as all of the Fees due have been paid. Failure to pay will result in the revoking of school privileges including but not limited to, the issuance of report cards and transcripts, the participation in the graduation ceremony and the awarding of Diplomas.** The Parent will be responsible for any legal costs incurred in the proceedings to recover the sums due. The School may also charge interest on late payments. If the Parent cancels the enrollment or reenrollment by informing the Admissions Office in writing before August 1, he/she will not be liable for any payment, with the exception of the non-refundable deposit of 1000 € per child.

At the conclusion of the contract, the School may refuse to re-enroll the student if it deems that the student or the Parent is not respecting the regulations and values of the School.

ADMISSION POLICY

As soon as the completed Registration Form has been received by the Admission Office and returned signed by the administration, the student is registered for the following academic year. The Registration Form and deposit are then sent to the Business Office for billing.

Re-enrolment: Families who owe tuition fees from the previous year are not allowed to have their children re-enrolled until full payment of the outstanding amount has been made.

If there is a financial, disciplinary or academic issue with a student, the Parent will not be allowed to re-register the student in question until the situation has been resolved. The Principal and/or Business Office will provide the Admissions Office with a list of those concerned and the Admissions Office will give written notice to the families involved, informing parents about re-registration not being possible until the situation is resolved.

The Admissions Committee has the right to accept or refuse an applicant based on its assessment of the applicant's suitability.

FINANCIAL AID

See Financial Aid at ISP document.

PAYMENT BY INSTALLMENTS

ISP payment plan form can be requested from the business office. Installment payment request can only be accepted by the school if presented prior to due date.

It is the policy of the school not to accept installment payment when tuition fees are supported by a company, Embassy or any legal entity. Installment payments are only accepted upon signature of the "*mandat de prélèvement SEPA*" (direct debit).

If a request to pay in installments is granted, 25% of the tuition Fee must be paid before entry into the School. The remainder will be paid through a "*mandat de prélèvement SEPA*" (direct debit), to be authorized before July 1st (or at entry date for mid-year entries) in three equal installments dated the first day of the months of November, February and May.

An agreement "**ISP payment plan**" must be signed by the family in order to take advantage of this program.

Failure to respect this payment plan at any point during the year will result in the revoking of school privileges including, but not limited to, the issuance of report cards and transcripts, participation in the Graduation Ceremony and the awarding of Diplomas.

If a payment is not made within 30 days of written demand sent from the school, the student will be suspended from ISP until all of the fees due have been paid. In case of early departure, parents will need to settle the total outstanding amount prior to departure and reception of any transcript documents.