

**Regulations for payments and discounts
at International School of Gdansk
ran by Gdańska Fundacja Oświatowa**

I. Enrollment fee

It is a one-time payment. Paying the enrollment fee is the final confirmation of admitting the student to preschool/school. In the case of resigning the enrollment fee is not refundable.

II. Tuition fee

1. Tuition fee payment duty begins with the month of commencing education.
2. Tuition fee is paid for **10 months (September - June)**
3. In case of resigning from education at the preschool/school – tuition fee payment duty ceases after the month in which the student withdraws from education at the preschool/school, provided that parents/legal guardians of the student inform the preschool/school director about the resignation in writing, with at least a month's notice.
4. The deadline for tuition fee payment for a given month falls on the 10th of each month; the date of making the payment is binding.
5. Paying the tuition fee within the deadline mentioned in point 4 is grounds for a 5% discount on that month's tuition fee (rounded up to the full amount in Polish zloty).
6. Failure to pay the tuition fee within the deadline mentioned in point 4 results in:
 - a) a duty to pay the full amount of tuition fee, without the discount mentioned in point 5,
 - b) issuing the maximum amount of interests described in art. 359 sec. 2¹ of Civil Code, proportionally for each day of delay in tuition fee payment.
 - c) removing the student from the preschool/school register for the delays amounting to two or more tuition fee payments.
7. In especially justifiable cases, the managing director of International School of Gdansk may decide on postponing the payment of tuition fee or grant a special discount. To be eligible for this option, the parents/legal guardians of the student should submit a formal request in this matter before the payment is due.
8. The information about changes in the tuition fee is announced by e-mail, usually in August. In case of not receiving information within the aforementioned date due to objective circumstances (e.g. not informing about the e-mail address change, others), the parents/legal guardians of the student are obliged to contact the preschool/school early in September to receive information about the current tuition fee.

9. The information about arrears in the amount of more than one payment is forwarded to the parents/legal guardians of the child/student via e-mail, letter, or phone.
10. Tuition fee payments should be made only to the following bank account:
International School of Gdansk, ul. Sucha 29, 80-531 Gdańsk
BNP PARIBAS 92 1600 1462 1837 4600 5000 0001
IBAN: PL92 1600 1462 1837 4600 5000 0001
SWIFT/BIC: PPABPLPK

III. ART SUPPLIES FEE

1. Art supplies fee payment is required of:
 - a) all students of International Preschool of Gdansk/Międzynarodowego Przedszkola w Gdańsku
 - b) students of grades 1-5 Elementary International School of Gdansk/ Międzynarodowej Szkoły Podstawowej w Gdańsku.
2. Art supplies fee is the sum reserved for the purchase of stationeries during the school year for the students of a given grade.
3. Art Supplies fee is paid once per school year to the bank account mentioned in Chapter I, point 10 of these Regulations.

IV. ENROLLMENT AND TUITION FEE DISCOUNTS

1. The basis for calculating a fee discount other than the one for timely payment is the amount of tuition fee deducted by the amount of discount for timely payment, under Chapter II, point 5 of these Regulations.
2. The condition of granting a discount is the timely payment of tuition fee.
3. in case of not paying the full amount of tuition fee, the discount is granted proportionally to the paid amount.
4. The following rounding applies while granting enrollment and tuition fee discounts:
 - a) less than 0,50 zł – rounded down,
 - b) 0,50 zł and more – rounded up.

A. Discounts for newly admitted students

1. Students who were newly admitted to High International School of Gdansk/Międzynarodowego Liceum Ogólnokształcącego w Gdańsku are eligible to percentage or sum discount for exceptional achievements in science, sport, and art, especially:
 - a) the winners and finalists of departmental competitions, national and international competitions, all levels of subject Olympics,
 - b) the students with exceptional achievements in sport,
 - c) the students with artistic successes.
2. Students applying for a discount are obliged to submit a formal letter to the school director, with the confirmation of their achievements.

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3. At the request of the school director, the managing director of International School of Gdansk decides on:

- a) granting the discount,
- b) the amount of the discount,
- c) the period of the discount,
- d) additional conditions of maintaining the discount by the student, not included in these Regulations.

B. Family discounts

1. The parents/legal guardians of International School of Gdansk students are eligible to enrollment and tuition fee discounts at the amount of:

- a) 10% of tuition fee and 10% of the enrollment fee – for the second child,
- b) 30% of tuition fee and 30% of the enrollment fee – for the third child,
- c) 50% of tuition fee and 50% of the enrollment fee – for the fourth child and another.

2. In the case of siblings attending different grades of ISG schools or the preschool, the discount is calculated from the higher tuition fee.

C. Enrollment fee discount for continuing education at elementary school/high school

20% of enrollment fee discount is granted to the student:

a) of International Preschool of Gdansk/Międzynarodowego Przedszkola w Gdańsku continuing education at Elementary International School of Gdansk/Międzynarodowej Szkole Podstawowej w Gdańsku.

b) of Elementary International School of Gdansk/Międzynarodowej Szkole Podstawowej w Gdańsku continuing education at High International School of Gdansk/Międzynarodowym Liceum Ogólnokształcącym w Gdańsku.

D. Discount for graduating students

Discount of 15 % is granted of:

1. a student of group "0" of International Preschool of Gdansk (the discount is valid till 30 June 2025).
2. a student of Grade 8 of the International Elementary School of Gdansk studying in the class (the discount is valid until 30 June 2028).

These Regulations become effective on September the 1st 2021

From August 31st, 2021, the previous one Regulations for payments and discounts at International School of Gdansk ran by Gdanska Fundacja Oświatowa will no longer apply.

Dyrektor Biura
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