



## **ICSL-PAYMENT POLICY-CONTRACT/ΣΥΜΒΟΛΑΙΟ ΠΛΗΡΩΜΗΣ ΔΙΔΑΚΤΡΩΝ**

In order to become fully enrolled, each student's parent/guardian must pay the following charges and fees:

1. **Registration fee** - A 50€ euro non-refundable payment, charged upon acceptance of a new student by the school.
2. **Tuition fee** - Contact the School for information.
3. **Transportation fee** - None for this school year.
4. Any other school fees as proposed by the Director and approved by the board of Directors.

### **Schedule of Payments**

1. **In full:** by September 10.
2. **In installments:** A contract is required to settle fees on any other schedule. The school reserves the right to withhold reports, results, transcripts, diplomas and other documentation, and ultimately to exclude students, in the event that fees are not paid regularly or in accordance with alternative arrangements approved by the school in writing.
3. The transportation fee shall be made in full with the September payment when applicable.

### **Discounts**

1. Payment for school fees made in full by September 10 shall receive a 3% discount on tuition fees.
2. When there are two or more children from the same family enrolled in the School at the same time, a 5% discount on tuition fees shall be applied to the second and 10% discount to each additional child's Fee.
3. NATO and Multinational personnel contact the school.

### **Collections**

1. Parents and/or legal guardians are required to ensure punctual payment of all school fees in accordance with the chosen schedule of payments issued by the school's accounting office at registration. Receipts will be issued by the **ICSL** accounting office in a timely manner for the amount received from each payer.
2. In case of late payment or nonpayment, the overdue amounts shall be charged interest to the extent permitted under applicable laws and /or regulations of the Hellenic Republic.

3. Students shall not be re-enrolled unless ALL outstanding fees and tuition are paid in full. Payments, as made, will be applied to balances in order from overdue to current.

### **Refunds/Withdrawals**

1. If a student attends 20 or more school days in a given semester, the school fees for the entire semester apply and are to be paid.
2. In case of withdrawal, any fees due shall be paid prior to the issuing of any report cards or transfer certificates to the student or the parent.

### **Acknowledgment**

Upon registration for each school year, each parent and/or legal guardian of each student shall acknowledge in writing his/her awareness of this Payment Policy. Unless such signed acknowledgement is provided to the Administrative Coordinator no student shall be considered enrolled in School.

### **Tuition and Fees refund policy**

1. No portion of tuition will be refunded for a student dismissed by expulsion or for behavioral reasons.
2. Textbook and Activity/Field Trip fees are non-refundable.
3. Transportation fees will be refunded for the time not attended.

### **Enforcement of policies**

A reminder letter will be promptly sent (within one business day) in the event that a parent or legal guardian does not meet a scheduled payment deadline at any point in the year, together with information regarding applicable late charges. The School director is charged with monitoring the tuition and fees assessment and collection process.



The Director

Parent/legal Guardian

A. Argatzopoulos

Date: \_\_\_\_\_