

**Regulations for payments and discounts  
at International School of Gdansk  
ran by Gdansk Educational Foundation**

**I. Organizational fee**

1. For the enrolment of a Student to the School, the Parents/Legal Guardians are obliged to pay to the School a one-off, non-returnable organizational fee, which covers the costs connected with the recruitment process and the organization of the Student's education at the School.
2. Payment of the organization fee is the final confirmation of enrollment of the Student to the School.
3. This payment is refundable if the branch in which the Student is enrolled has not been created.

**II. Tuition fee**

1. Tuition fee payment obligation begins with the month of commencing the education. If Contract [hereinafter: the Contract] for the Child's/Student's education is concluded during the school year and in the course of a month, the tuition fees for the month in which the Contract is concluded shall be reduced in proportion to the number of days of the month passed and shall be payable within 7 days from the date of signing of the Contract.
2. The tuition fee shall be paid in advance **for 10 months**. Tuition fees are due, for the entire duration of the Contract, regardless of any absence of the Student.
3. The deadline for payment of tuition fees for a given month is the **10th of each month**; the payment date is the day on which the funds are credited to the School's bank account.
4. Paying the tuition fee within due date mentioned in Point 3 is the condition for a 5% discount on that month's tuition fee (rounded up to the full amount in Polish zloty).
5. Parents may pay the tuition fees in one go, for the whole year in advance by the 10th of September of the respective school year. In such a case, the Managing Director may individually grant a discount in the amount of up to 3% of the annual tuition fee, paid on time. In the event of termination of the Contract, the fee will be refunded on a pro rata basis for the unused months, starting from the effective date of termination.
6. The obligation to pay tuition fees expires:
  - a) with the end of the school education, which means that the last month of tuition payment is May for the last form of High School,
  - b) In the case of resignation from the Preschool/School - Parents/Legal Guardians of a Child/Student shall submit to the Managing Director a statement of termination of the Contract for education of a Child/Student in writing at least one month in advance with effect at the end of a calendar month. In this case, the obligation to pay tuition fees shall cease on the last day of the notice period indicated in the notice of termination of the Contract with effect at the end of the month concerned.

7. Failure to pay the tuition fee within the deadline mentioned in point 3 results in:
  - a) a duty to pay the full amount of tuition fee, without the discount mentioned in Point 4
  - b) issuing the maximum amount of interests described in art. 359 sec. 2<sup>1</sup> of Civil Code, proportionally for each day of delay in the payment of the tuition fee.
8. In especially justifiable cases, the Managing Director of the International School of Gdansk may decide on postponing the payment of a tuition fee or grant a special discount. To be eligible for this option, the Parents/Legal Guardians of the Child/Student should submit a formal request in this matter before the payment is due.
9. In the case of arrears of a period of two months (which do not have to be consecutive) tuition fees (in full or in part), the Preschool/ School shall request Parents/ Legal Guardians in at least document form, i.e. email to settle it within an additional period of 7 days and warn about the possibility of termination of the Contract by the Preschool/ School. In the case of non-payment of the arrears in the aforementioned time the Preschool/School is entitled to terminate the contract with effect at the end of the month, which results in the removal of the child/student from the list of children/students after the contract expires. Regardless of the termination of the contract, the school remains entitled to pursue its claims, including through court proceedings.
10. Tuition payments should only be made to a bank account sent in electronic form to the e-mail address indicated by Parents/Legal Guardians.
11. The Preschool/School provides the Child/Student with accident insurance as part of the tuition fee.

### **III. Annual fee for educational materials (school starter kit)**

1. Annual fee for educational materials is required of:
  - a) all Students of International Preschool of Gdansk
  - b) all Students of Elementary International School of Gdansk
2. The annual fee for educational materials is set by the Managing Director and notified to Parents/Legal Guardians by the end of June.
3. Parents/Legal Guardians shall make a one-off payment by 10 September to the bank account:

**International School of Gdansk, ul. Biała 1, 80-435 Gdańsk**  
**BGŻ BNP PARIBAS 92 1600 1462 1837 4600 5000 0001**  
**IBAN: PL92 1600 1462 1837 4600 5000 0001**  
**SWIFT/BIC: PPABPLPK**

### **IV. Organizational and tuition fee discounts**

1. Family discounts
  - a) The Parents/Legal Guardians of International School of Gdansk students are eligible to organizational and tuition fee discounts in the amount of:
    - 10% of tuition fee and 10% of the organizational fee – for the second child,
    - 30% of tuition fee and 30% of the organizational fee – for the third child,

- 50% of tuition fee and 50% of the organizational fee – for the fourth child and another.
2. In the case of siblings attending different ISG Schools of Preschool, the discount is calculated from the higher tuition fee.
  3. Discounts for the students newly admitted to School
    - a) Students who were newly admitted are eligible to percentage or sum discount for exceptional achievements in science, sport, and art, especially:
      - the laureates and finalists of departmental competitions, national and international competitions, all levels of subject Olympics,
      - the students with exceptional achievements in sport,
      - the students with artistic achievements.
    - b) Students applying for a discount are obliged to submit a formal application to the School Director, together with the confirmation of their achievements.
    - c) At the request of the School Director, the Managing Director of International School of Gdansk decides on:
      - granting the discount,
      - the amount of the discount,
      - the period of the discount,
      - additional conditions of maintaining the discount by the student, not included in these Regulations.
  4. Organizational fee discount for continuing education 20% organizational fee discount is granted to the Child/Student:
    - a) of International Preschool of Gdansk continuing education at Elementary International School of Gdansk,
    - b) of Elementary International School of Gdansk continuing education at High International School of Gdansk.

Organizational fee discount for the continuing education does not add up to the organizational fee discount referred to in Section IV, Point 1.

5. The basis for calculating a fee discount other than the one for timely payment is the amount of tuition fee reduced by the amount of discount for timely payment, under Section II, Point 4 of these Regulations.
6. The condition of granting a discount is the timely payment of tuition fee.
7. In case of not paying the full amount of tuition fee, the discount is granted proportionally to the paid amount.
8. The following rounding applies to the granted enrollment and tuition fee discounts:
  - a) less than PLN 0.50 – rounded down,
  - b) PLN 0.50 and more – rounded up.

## **V. Increase in tuition fees**

1. Tuition fees may increase during the term of the Contract:
  - a) at the beginning of the school year (from September). In this case, Parents/Legal Guardians will be informed about the change by the end of June,
  - b) during the school year, once, up to a maximum of 20% in particular in cases of:

- a reduction of at least 1.5% in the amount of the educational grant received by the Preschool/School
- increase in the annual price index of consumer goods and services (inflation index) published by the Central Statistical Office by at least 3%,
- an increase in the average wage in the national economy or an increase in the average wage in the business sector with profit sharing of at least 5%,
- an increase in teachers' salaries triggered by changes in existing legislation of at least 3%,
- an increase in the price of utilities (in particular water and sewage, electricity, heat, gas, solid waste disposal) of at least 3%.

The increase in tuition fees is subject to an increase in one of the indicators or the occurrence of a combination of several of them.

2. Information on changes in the amount of tuition fees, referred to in Point 1, is announced per email at least one month prior to the date on which the new tuition fee is to take effect without the need to amend the Contract between the Parents/Legal Guardians and the Preschool/School. In the case of a change in the amount of tuition fees during the school year, the Parents/Legal Guardians who have paid tuition fees in the form of a one off payment in advance for the entire school year are obliged to pay the difference in the amount of tuition fees within 30 days from the date of communicating the information about the change in the amount of tuition fees by the Preschool/School.
3. In the event of a change in the amount of tuition fees, Parents/Legal Guardians have the right to withdraw from the Contract within 30 days from receiving the information on the change in tuition fees. The Parents/Legal Guardians shall submit the declaration of withdrawal in writing to the Managing Director. The withdrawal has effect from the date of the declaration. The mutual obligations of the parties set out in the Contract shall expire as of the date of the declaration of withdrawal.

## **VI. Amendments to the Regulations**

In the event of an amendment to the Regulations, Parents/Legal Guardians shall have the right to withdraw from the Contract within 30 from receiving the information on the amendment to the Regulations. The Parents/Legal Guardians shall submit the declaration of withdrawal in writing to the Managing Director. The withdrawal shall have effect from the date of the declaration. The mutual obligations of the parties set out in the Contract shall expire as of the date of the declaration of withdrawal.

These Regulations enter into force on 1<sup>st</sup> September 2024.

Commencing from 31<sup>st</sup> August 2024, the previous Regulations for payments and discounts at International School of Gdansk ran by Gdansk Educational Foundation will no longer apply.