

## TUITION PAYMENT PROCEDURE

The American International School of Zagreb (AISZ) relies almost entirely on the collection of tuition and fees to support its mission and goals. Therefore, a rigid and strictly adhered to collection procedure must be followed. AISZ utilizes the following procedure in order to collect tuition and fees.

### INVOICE PAYMENT SCHEDULE 2021/2022

May, 2021 – Invoices are issued and payment is due in full by May 15, 2021.

If invoice is issued after May 15, payment is due within 15 days.

AISZ has an open enrollment policy. If a student begins attending classes after the school year has started, then payment in full must be made before students start to attend.

#### **A quarterly payment plan is offered for self-payers only and will include an administrative charge.**

In the event a payment is not made according to the due dates of the plan, a late fee of €50.00 will be charged.

If payment is late more than once the tuition and fees for the following year will be due in one installment prior to the first day of the school year. The child will not be allowed to attend school until the payment is made in full.

Please indicate which payment option you prefer by ticking the box on the left:

One payment. Due within 15 days of the invoice issue date or before student start to attend AISZ, whichever occurs first.

Two payments, due at the beginning of each semester.

1. Within 15 days or before student start to attend AISZ, whichever occurs first. The Capital Fee and ½ Tuition Fee is due.
2. The second half of the tuition fee is due on or before January 14, 2022.

Quarterly (Self-payer only) – A one time fee of €100.00 is due with the first payment for choosing this option.

1. May 31, 2021 - €500 Tuition deposit (applied towards invoice balance)
2. August 17, 2021 – ¼ tuition fee, capital fee, and administrative charge
3. October 18, 2021 – ¼ tuition fee
4. January 14, 2022 – ¼ tuition fee
5. March 25, 2022 – ¼ tuition fee

#### **By signing this form I agree to the following:**

1. Payment is due as I have indicated above.
2. A late fee of €50.00 will be charged on the first of each month when a payment is late.
3. If payment is 60+ days past due that my child will be suspended from school until the invoice is current and all school records will be withheld.
4. If my payment is late more than once I will be required to pay in full prior to starting school in the following year.

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

Signature: \_\_\_\_\_

Invoice#: \_\_\_\_\_

Print Name: \_\_\_\_\_

**This form must be signed and returned to the business office by all payers.**

**Please turn the page over to complete.**

Please review the following three options and select the option that best describes your situation by placing an "X" in the appropriate box.

1.  My employer is paying the invoice and the invoice should be sent to:
- No change to who the contact is.
- Please update your records and send the invoice to the following contact:

Company:	
Contact Person:	
Mailing Address:	
Email Address:	
Telephone Number:	

2.  We will pay the invoice and be reimbursed by the company.

Company Name: \_\_\_\_\_

3.  We are a private payer and receive no company support.

**PAYMENT DETAILS:**

If you have any questions about your invoice the Business Office can be contacted at:

Email: [accounting@aisz.hr](mailto:accounting@aisz.hr) Telephone: (385 1) 7999-311 or 7999-314 Fax: (385 1) 4680-171

Tuition and fees are stated in Euro currency. If you would like to pay in Kuna or USD please contact the school at [accounting@aisz.hr](mailto:accounting@aisz.hr) or +385 1 7999 311 for the valid exchange rate.

When paying via wire transfer, any payment must be increased for any bank charges and any other transaction and/or payment costs.

For bank details please contact Business Office

**MOST IMPORTANT:** Make sure to reference your surname and invoice number in the payment reference.