

## 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 2025/2026

May, 2025 – Invoices are issued and payment is due in full by May 22, 2025.

If an invoice is issued after May 15, payment is due within 15 days or at the latest before the student's first day of school.

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 they 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 a student starts attending AISZ, whichever occurs first.
- ☐ Two payments, due at the beginning of each semester.
1. Within 15 days or before a student starts attending AISZ, whichever occurs first. The Capital Fee, Admission Fee, and ½ Tuition Fee is due.
  2. The second half of the tuition fee is due on or before January 12, 2026.
- ☐ Quarterly (Self-payer only) – A one-time payment plan fee of €100.00 is due with the first payment for choosing this option.

Deposit - May 22, 2025 - €500 Tuition deposit, applied towards invoice balance to reserve a student's seat in the class

1. Installment due by August 21, 2025 – ¼ tuition fee, admission fee, capital fee, and administrative charge
2. Installment due by October 20, 2025 – ¼ tuition fee
3. Installment due by January 12, 2026 – ¼ tuition fee
4. Installment due by March 20, 2026 – 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 the student will be suspended from school - and all school records will be withheld until the invoice is paid.
4. If paying in installments, the last payment must be paid by April 20th.
5. If my payment is late more than once I will be required to pay in full prior to starting school in the following year.

#### **Withdrawing from AISZ**

Each Contracting Party may cancel this Contract only until May 22 of the current school year for the upcoming school year or until August 21 for the upcoming, i.e. for the second semester of the current school year.

After May 22 each Contracting Party may cancel this Contract for the upcoming year or after August 21 for the upcoming semester only under the condition of paying a cancellation fee according to the following schedule:

- For any quarter of the particular school year attending partly or full, in the amount of full tuition for that quarter and
- For any quarter unattended for the period the Student was enrolled, in the amount of 50% of full tuition for that quarter.
- Quarters are following quarterly installments.

The Application and Admission fee are due before acceptance. Tuition fee and Capital fee are due as agreed in this Tuition Payment Procedure.

Application and Admission fees, Capital fee and all additionally charged fees to the Parent are separate from tuition, and they cannot be prorated and are non-refundable.

AISZ reserves the right to suspend or dismiss the Student if any due payment is delayed, or the Student's progress, ability to comprehend the curriculum, or conduct is determined, discretionary by the School, to be unsatisfactory and to do so without refund of tuition or fees for services provided until then. School records will not be released until all fees have been reconciled.

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

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

**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 USD please use the exchange rate from Croatian National Bank ([Exchange rate for USD](#)).

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.

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

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

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

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