



## 2018-2019 Fee Schedule & Registration Policy\*

<b>Application Fee</b>	1000 Kr. (non-refundable & does not guarantee a place in the school for a child)
<b>Registration Fee</b>	Equal to one month's tuition. (This non-refundable fee is payable at time of confirmed registration)
<b>Registration Deposit</b>	Equal to one month's tuition. (This refundable fee is payable at time of confirmed registration and is returned after the withdrawal of the student or subject to final payment of remaining fees) The regular sibling discount applies to the Registration Deposit.
<b>Total Monthly Fee &amp; Sibling Discount* (each school year, must be paid over 12 months)</b>	<p>First child: 3475kr.            Second child: 50 per cent discount            All other children: FREE</p> <p>Total monthly fees include the costs for tuition, use of texts, activity books, musical instrument, Primary Kids Stop (SFO) and Secondary Clubs and Teams.</p>
<b>Annual Supplies Fee</b>	<p>All parents are required to pay an annual 200 kr Supplies Fee per child every August to cover student consumable classroom supplies. The school will provide the following, as needed, for use <u>at school</u>: pencils and pens (both coloured and otherwise), tape, glue, erasers, exhibition boards, construction paper materials, notebooks, geometry set.</p> <p>Students needing any of these supplies for exclusive home use must purchase these items separately. Students need to provide a pencil case and, when required by the Secondary curriculum, a scientific calculator.</p>
<b>Late Registration</b>	For students arriving later than 5 September, EIS requires an extra fee of 1000 DKK per month, on top of all other fees as partial compensation for EIS not being able to receive state funding due to the late arrival. The school does not receive state funding for students arriving after 5 September. Regular fees will resume from August the following school year.
<b>Missing CPR number</b>	For students without a CPR number, the school requires an extra fee of DKK 1000 per month as partial compensation for EIS not being able to receive state/municipal funding due. This extra fee will be waived once the school is provided a CPR number.
<b>Late Payments</b>	A friendly reminder will be sent if any payment is late. Further reminders will be invoiced at a cost of 100 kr. per reminder.
<b>Automatic Payment</b>	Any payment not made by automatic bank transfer (PBS) will result in an extra charge of 50 kr. per instance.
<b>Cash Payments</b>	There is a 150 kr. surcharge on every instance of a cash payment. There is also a surcharge of 150 kr. on every instance of payments made in a foreign currency.
<b>Payment Installments</b>	Tuition is a yearly fee invoiced each month of the calendar year (12 payments per year from 1 August to 31 July). In other words, tuition fees are due for all 12 months of the calendar year. Parents wishing to pay over an 11 month period (or less) will be required to pay a higher monthly tuition fee. Parents wishing to pay for an entire academic year in one installment may do so. Contact the Business Manager for further details.

<p style="text-align: center;"><b>Admissions</b></p>	<p>EIS gives admissions priority to students whose parents' company donates annually to the Capital Fund and who pay for guaranteed seats.</p> <p>A variety of factors determines which students are offered admission to EIS. The criteria/priority are as follows:</p> <ol style="list-style-type: none"> <li>a. Annual Capital Fund donors</li> <li>b. Payment for a guaranteed seat</li> <li>c. Siblings of currently registered students</li> <li>d. The child's English proficiency</li> <li>e. Expatriate families</li> <li>f. whether the child's national background contributes to student diversity</li> <li>g. The child's start date</li> <li>h. the date the application was received;</li> <li>i. the potential of the applicant to benefit from the educational programme EIS offers</li> <li>j. the capacity of the school to meet the educational needs of the student.</li> </ol> <p>Students applying to transfer from a local school to EIS will be informed by 1 February in any given year if there is a place for them the following August.</p>
<p style="text-align: center;"><b>Special Educational Needs</b></p>	<p>EIS has limited resources for students with special educational needs including those with significant social, behavioural, health and/or academic challenges.</p> <p>The school cannot meet the needs of a student requiring specific learning support that is beyond the scope of the school's ability. This may result in the school not registering or, later, de-registering a registered student unable to meet minimum expectations. The school does not have the capacity to offer regular one-on-one learning support.</p>
<p style="text-align: center;"><b>De-Registration</b></p>	<p>Students can be de-registered from EIS at the end of a month only. Parents planning to de-register their children from EIS must give a minimum one months' notice, even for students leaving at the end of a school year. A refund of tuition paid in advance will be given only if one full months' notice, minimum, is given to the school prior to the de-registration of a student and if there are no other outstanding fees owed.</p> <p>The school may initiate de-registration of a student on the basis of any of the following:</p> <ol style="list-style-type: none"> <li>a) if the applicant is not benefitting from the educational programme available as expected by the school;</li> <li>b) if it emerges that the school does not have the capacity to reasonably meet the educational needs of a student;</li> <li>c) if it emerges that a student's enrolment at EIS is having a consistently detrimental effect on the learning and/or safety of other students;</li> <li>d) educationally significant information is withheld from the school prior to the finalisation of student registration;</li> <li>e) school fees are not paid within a reasonable amount of time as determined by the school administration.</li> </ol>

*\*The school reserves the right to interpret and implement this policy at its discretion*

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