



# Terms of Payment

April 2023

## Fee Terms and Conditions

### Government Subsidies

Children, who turn 6 by December 31<sup>st</sup> of their current school year, and children over the age of 6 are eligible to local authority funding which is paid by the kommun (local municipality) to the school.

Please note that fees for children who are **not** registered with their local kommun (e.g. who do not have a Swedish personal number) are substantially higher than those listed.

To obtain this subsidy, children must have a Swedish personal number which is issued by the Swedish Tax Authority. Upon enrolment, the school should be provided with the personal number and the school will then apply for the subsidy

### Sibling Discount

The British International School of Stockholm offer the following Sibling Discount:

Entitlement	Tuition fee
Third sibling	5% discount
Fourth and subsequent siblings	10% discount

The discount is deducted from the younger sibling and is only applicable while 3 or more children are attending school at the same time.

### Payment details

Payments within Sweden  
Bankgiro 544-5937

Payments from Overseas  
IBAN No SE29 5000 0000 0542 8100 3223  
Swift/Bic ESSESESS

Skandinaviska Enskilda Banken  
Mörby centrum  
182 31 Danderyd

Please note that all connecting bank charges relating to payments of school fees are to be debited separately from your account.

### Refund Policy

Pupils are enrolled until the end of a term and any payments made to the school to secure a place for the next term are final and there will be no refunds, reductions or transferral of paid fees due to delayed entry, absence or withdrawal

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1. An application fee of SEK 2,000 (1 child), SEK 4,000 (2 children), SEK 6,000 (3 or more children) is payable at the time of initial application. This fee is a one off payment and not refundable
2. Once an offer of a place at the school is made, an invoice for fees will be sent. Payment of this secures the place. A failure to pay this invoice within stated time will result in the loss of a place.
3. To obtain the reduced fees outlined in the Fee Schedule, families must be registered with the Swedish Tax Authority and have a valid home address in Sweden. This enables the Tax Authority to issue a personal number which is required for BISS to be able to obtain the subsidies.
4. It is the parent/guardian's responsibility to notify the school and the Tax Authority of any change of address in Sweden, as this may also affect the issuing of subsidies to the school. Failure to register with the Tax Authority or update relevant information, e.g. change of address, may result in the school not receiving the appropriate subsidies. Parents/guardians will be liable for the resulting shortfall
5. Pupils who enrol mid-term, e.g. after Easter and after October break, will pay 50% of the term fee
6. The British International School of Stockholm will invoice twice a year with 50% of annual Tuition fees due per term. For existing parents, invoice will be sent for payment as follows:

Term one/Autumn term

Payment by April 30<sup>th</sup>

Term two/Spring term

Payment by November 30<sup>th</sup>

New parents will receive appropriate due date based on their starting date.

*Tuition fees include all lunches and trips*

7. All invoicing will be done electronically. It is therefore essential that the school is provided with correct invoicing information.

Where a company will be paying the tuition the school requires the following information:

- a) The invoicing address (which may be different from the company's Swedish address)
  - b) The e-mail address of the person responsible for processing the invoice
  - c) Any relevant references to be included on the invoice e.g. family name, PO number etc.
8. All outstanding tuition fees must be settled by the due date shown on the invoice. If outstanding fees have not been settled by the due date, placement at the school cannot be guaranteed for the following term.
  9. A late payment fee of SEK 500 will be added if any invoice remains unpaid after the due date. If an additional reminder needs to be sent, an extra late payment fee of SEK 2,500 will be added.
  10. The Board of Governors reserves the right to adjust these fees as necessary.