

## BISS Terms of Payment 2024

1. The School Year runs from August to June and is split into two terms for billing purposes.
2. The first term (hereafter known as the Autumn Term) runs from August to December. The second term (hereafter known as the Spring Term) runs from January to June.
3. The Fee Schedule referred to in these terms is updated as necessary and is available on the school website.
4. An application fee is payable at the time of initial application. This fee is a one- off payment and not refundable. The application fee and any relevant discounts are listed in the Fee Schedule.
5. Once an offer of a place at the school is made, a fee invoice will be sent. Payment of this secures the place. Failure to pay this invoice within the stated time will result in the loss of a place.
6. An enrolment fee is also payable once a place has been offered. This fee is a one- off payment and will be included as an item in the first invoice for fees due. The enrolment fee and any relevant discounts are listed in the Fee Schedule.
7. The tuition fees listed in the Fee Schedule are standard fees based on your children's entitlement to a Swedish personal number, which is required for BISS to be able to obtain government subsidies (*skolpeng*). Students without a personal number will pay an additional fee to compensate for the shortfall.
8. First-time applicants will be charged standard fees while the school waits for a personal number to be issued. If your children are ineligible for a personal number, the additional fee outlined above is applicable.
9. It is the parent/guardian's responsibility to notify the school, the local municipality (*kommun*) and the Tax Authority (*Skatteverket*) 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.
10. The British International School of Stockholm will invoice twice a year, with 50% of annual Tuition fees due per term. For existing parents, the invoice will be sent for payment as follows. Payment terms are 30 days from the date of the invoice:

Autumn term invoices

Invoice to be sent in April

Spring term invoices

Invoice to be sent in November

New parents who do not start at the beginning of a school term will receive invoice due dates based on their starting date.

Fees are inclusive of all school activities and services unless otherwise specified (e.g. after-school care, extracurricular activities)

11. Pupils who enroll after the Easter break and after the October break will pay 50% of the term fee.
12. All invoicing will be done electronically. It is, therefore, essential that the school is provided with correct billing information. Please communicate any changes in your billing details to the Finance Department by emailing [fees@bisstockholm.se](mailto:fees@bisstockholm.se)

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

- a) The billing 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.
13. 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.
14. If an invoice remains unpaid after the due date, a late payment fee of SEK 500 will be added. If an additional reminder needs to be sent, an extra late payment fee of SEK 2,500 will be added.
15. For existing families: if the invoice for the Autumn Term is not paid in full before the end of the Spring Term of the previous school year, the children will be unenrolled from the school. Families who have been unenrolled may apply to return at any time, subject to the availability of places in the relevant year group. A re-enrolment fee per child will be charged. Tuition and re-enrolment fees must be paid in full before the beginning of the Autumn Term. The re-enrolment fee is SEK 30,000 per child.
16. The Board of Governors reserves the right to adjust the Terms of Payment and the Fee Schedule as necessary.

## Notes

### 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 transferal of paid fees due to delayed entry, absence or withdrawal.