

Annual Schedule of Fees

School Year 2024-2025

Oslo International School (OIS or the School) is a fully independent not-for-profit school. The oldest international school in Norway, OIS invests all its school fees back into providing students with the highest quality educational offerings. We are funded independently without tuition subsidies from the Norwegian government.

The following fee structure was approved by the Board of Trustees on 11 January 2024, as a component of the Budget for 2024-2025:

Application fee	5,000 NOK
Registration fee	25,000 NOK

Grade/Year level	Annual Fee Per student In NOK	Payment Instalment Due Dates	
		15 May 2024	1 December 2024
Pre-School 1 and 2	22,000	10,000 *	12,000
Years 1- IB 2	264,200	118,900 *	145,300

* Amount includes the 10,000 NOK (Re)Enrolment fee which is due mid-March and applied to fees due 15 May.

Fees for subsequent school years are subject to approval by the Board and may deviate from the fees listed above (see section 7 of this document).

Terms and Conditions

As a condition of enrolment, Parent/s and Legal Guardian/s (referred to as “Parents”) agree to the following terms and conditions and to any subsequent amendment/s as notified by the School.

1. School Fees

School fee amounts for the academic year are set annually by the Board in February for the coming school year. The currently applicable school fees are located on the School’s website or can be obtained from the Admissions or Finance Office.

It is understood and acknowledged as a condition of enrolment that the Parents (term includes the singular or plural, as applicable) are jointly and severally responsible for all financial matters, regardless of the billing address and regardless of the portion, if any, paid by any other party.

The following components are part of the school fees:

1.1 Application, Registration, and Enrolment Fees

Application Fee: The application fee must accompany any application for any year level before it can be considered. This fee is payable by credit/debit card at the time of submission of the online application. The application fee is non-refundable even if, after processing, the student is not offered a place, or the application is withdrawn.

Students, not currently enrolled, wishing to return to OIS must re-apply and pay the application fee.

Registration Fee: The registration fee is invoiced when a new student is admitted to Year 1 or above and is payable by the date stipulated on the invoice.

The fee is not applicable to students joining Pre-School but will be invoiced to any Pre-School student who re-enrols into Year 1.

The registration fee is non-refundable.

Enrolment/(Re)Enrolment Fee: Newly enrolled families will be invoiced the enrolment fee after accepting a place at OIS. The enrolment fee is payable by date stipulated on the invoice and is applied to the annual tuition fees. This fee is non-refundable.

Re-enrolling families will receive their (Re)Enrolment fee invoice for payment, due 15 March. This payment is applied toward their tuition fees for the upcoming school year. This fee is non-refundable.

1.2 Tuition Fees

Tuition fees, related to instructional costs and specified mandatory co-curricular school trips, are payable for each student. Full term payment of the tuition fee is required regardless of the number of days that a student attends during the term.

1.3 Fees for Optional School Bus Service

Fees for optional bus service are invoiced twice yearly with payments due on 15 May and 1 December. Students who join the bus mid-term will be billed prorated bus fees. Bus service is subject to availability regardless of date of enrolment.

There will be no reduction of fees for differentiated use by choice or when there is a conflict in the timetable for Upper Secondary students.

No refund will be given for children who stop taking the bus or change from round-trip to one-way service during the term.

Bus fees for 2024-2025 will be approved by the Board in April 2024.

1.4 Fees for Optional School Trips and Extra Curricular Activities

Optional School Trips: Fees charged to parents for the actual costs of optional school trips and excursions are payable on an individual participation basis. The estimated costs will be communicated to a participating student's Parents in advance of the school trip departure. Payment will be required once a student has committed to the trip and any payment received by the school will not be reimbursed if the student subsequently withdraws from the activity.

Travel can be unpredictable and, from time to time, issues can arise due to factors out of the School's control. If additional costs are incurred due to unforeseen circumstances, it is understood that these expenses will be borne by the Parent.

Fees for Extra Curricular/After School Activities: Varying fee structures apply for activities not included in the curriculum and an overview of the activities may be found on the OIS website in the After School Activities Programme.

2. Payment of School Fees

2.1 Electronic Invoicing

Invoices are sent electronically to the e-mail address provided to the School and as recorded in the School database. By providing their email address, Parents consent to the receipt of invoices by e-mail. Parents ensure that e-mails from OIS can be received at the e-mail address provided, and that firewalls, spam filters or similar settings are adjusted accordingly. Automatically generated replies (e.g. absence notices) do not hinder a valid delivery of an invoice.

Parents need to immediately inform OIS in writing of any changes regarding the email address provided for invoicing. Deliveries of invoices to the last notified e-mail address shall be valid, if Parents do not meet this obligation of notifying changes regarding their e-mail address.

2.2 Schedule of Payments

Tuition fees and, if applicable, fees for optional bus service, are invoiced twice yearly with payment due dates as per below:

Due Date for Payment	
15 May	The first instalment equal to approximately 45% of the annual tuition fee.
1 December	The second instalment equal to approximately 55% of the annual tuition fee.

These due dates will not be impacted by external funding such as third-party payments or *Lånekassen*.

Special provisions apply in the case of enrolments during the school year (see section 3.2).

Fees that have been paid, including registration, enrolment, bus fees, and tuition fees, will not be refunded if the student withdraws prior to school start.

2.3 Payment Method

Payments should be made by bank transfer to *Stiftelse Oslo International School* with organisation number 976 738 454 to the following bank:

Danske Bank A/S
Søndre Gate 15, 7466 Trondheim, Norway
BIC/Swift: DABANO22 (numbers are underlined for clarification only)
Bank account: 8601.92.68723
IBAN: NO 25 86019268723

Please be sure to include the “KID” number (Customer Identification) on the invoice so that your payment is allocated correctly to your student’s account.

Payments from banks abroad should be made directly into our account with your customer number (located in the upper right-hand corner of the invoice) clearly indicated; all transfer charges to be covered by the payer.

2.4 Third Party Payments

Parents who inform OIS that a third party will pay all or part of the school fees on their behalf acknowledge that it is the responsibility of the Parents to ensure that payments are made according to the School’s payment terms. Parents are liable for any outstanding balances of school fees including charges for late payments.

2.5 On Time Payment Expectation

OIS requires that school fee payments are made on time as invoiced. OIS reserves the right to charge penalty interest as set by the Norwegian government (*Forsinkelsesrente*).

For information on consequences of late payments or non-payment, see Appendix I.

3. Enrolment and Annual Re-enrolment

3.1. Continuing Enrolment

Continued enrolment is contingent upon the School’s capacity to meet a student’s educational needs, the student meeting attendance and behavioural expectations, Parents’ fulfilment of financial and other community obligations, and more.

At OIS, we’re dedicated to our diverse, dynamic, and supportive community, and recognise the integral role that Parents, families, volunteers and service providers play as partners in our students’ education. To support this ethos, and our key principles, we have developed a Statement of Community, which each member upholds.

If the student or their Parent fails to respect and uphold these values, OIS reserves the right to withdraw the student or refuse re-enrolment for the following year.

3.2. Enrolments during the School Year

Students may be enrolled at any time during the school year, provided a vacancy is available, according to the OIS Admissions Policy. However, students cannot start in school after the end of April as this is too close to the end of the school year.

For students admitted with a start date in school from August to December inclusive, the first instalment fees are due and payable (see section 2.2), in addition to the Registration and Enrolment fee.

For students admitted with a start date in January or later, the second instalment fees are due and payable (see section 2.2), in addition to the Registration fee.

Parents understand that payment is **due prior to the student attending classes**.

Parents understand that the fees for the full term apply even if the student begins after the start of any term as OIS does not prorate fees.

Fees that have been paid, including registration, enrolment, bus, and tuition fees, will not be refunded if the student withdraws prior to starting in school.

3.3. Withdrawals during the School Year

Parents may terminate their enrolment contract by submitting a WRITTEN Withdrawal Notice to the Admissions office (admissions@oslois.no) **at least one month in advance** of withdrawal from school. The Withdrawal Notice must (a) be dated, (b) state the student's name, (c) provide the date of last day of enrolment, and (d) provide a reason for the termination of the contract.

Parents understand the school fees paid will not be refunded.

In the case of any outstanding claims against the Parent, these are due and payable not later than on the business day preceding the last day of the student's enrolment.

3.4 Annual Re-enrolment

Priority for places in school is given to re-enrolling students, and re-enrolment is confirmed on a year-to-year basis.

Parents are required to formally re-enrol via OIS's online re-enrolment tool by the given deadline (end February latest). Confirmation of re-enrolment online and payment of the (Re)Enrolment deposit by the invoice due date (mid-March) temporarily holds the student's place in the upcoming school year as we begin admitting new students. (Re)Enrolment deposits are forfeited if the student later withdraws/declines re-enrolment. Payment of the (Re)Enrolment fee will only hold the place if all other outstanding fees with OIS have been settled.

Full payment of the first instalment of tuition fees by the invoice due date (mid-May) secures the student's place for the upcoming school year.

4. Placement

OIS reserves the right to determine the year level and contact class placement of a student and is not required to follow the wishes of Parents/Guardians. Year level placement may not always correspond to that of other schools and other education systems.

5. Norwegian Education Act Limitations

Parents understand students who attend Oslo International School, a school approved under the Norwegian Education Act § 2-12, are not covered by the right to special education, special language, education in Sami or school transport.

6. Force Majeure

There is no refund of the school fees for instructional days lost due to reasons beyond the School's control because of force majeure events including, but not limited to, any act of God, natural disaster, fire, governmental action, epidemic, pandemic, or any other event beyond the School's control.

If such an event occurs, the School's duties and obligations will be postponed until such time as the School, in its sole discretion, may safely reopen. If the School cannot reopen due to an event under this clause, the School is under no obligation to refund any portion of the tuition paid.

7. Changes to Fees and Financial Regulations, Terms and Conditions

The school fees are revised and approved by the Board every year for the upcoming academic year.

A copy of the Annual Schedule of Fees and Financial Regulations, Terms and Conditions for the next school year will be published on the school's website annually, in February.

From the day of posting, copies are also available upon request from the Admissions or Finance Office.

Appendix I.

Consequences of late payments or non-payment

- a. OIS reserves the right to terminate enrolment due to unpaid school accounts or other payment irregularities.
- b. A student can be excluded from attending school if the fees remain partially or fully unpaid at the end of the term in December or June. The student will not be allowed to attend school the following term or, to re-enrol for the following school year, unless and until all outstanding fees have been paid.
- c. If circumstances warrant, OIS may require the entire amount of annual school fees for the forthcoming school year to be paid in full BEFORE the student(s) can be considered for re-enrolment. Re-enrolment will then also be dependent upon the availability of space within the year level at that time.
- d. The fees for IB2 students must be paid in full by the final instalment due date of 1 December. Parents are advised that OIS may disenroll an IB2 student at any time during the school year if school fees are not paid according to the agreed upon schedule.
- e. OIS reserves the right to withhold grade reports and transcripts until payments are fully settled.
- f. No refund of fees will be issued and no fees which are either due or based on any services already rendered will be waived in the event OIS imposes any consequences on a student for breaching any rules, including suspension or expulsion, and in the event a student is temporarily or finally excluded from attending school for unpaid invoices, or any other reasons, as stated in the Admission Policy and/or OIS Statement of Community.
- g. Failure to pay on reminder may result in the claim being handed to a debt collection agency. This will include fees and interest charges for the payer. OIS will not withdraw claims once turned over for legal collection.

All communications regarding the payment of fees should be addressed to the OIS Finance Office at finance@oslois.no.