



# Payment Terms and Conditions 2025-2026

This document provides comprehensive information about fee policies, procedures, and requirements at the International School of Hellerup. It should be read in conjunction with our Schedule of School Fees, available on the school website here:

<https://ib.ish.dk/admissions/tuition-fees>, which contains all current fee amounts.

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# 1. Payment Procedures

## 1.1 Mandatory Direct Debit (PBS Betalingservice)

Registration for Direct Debit (PBS Betalingservice) is mandatory for all families and must be completed within three months of enrollment. Instructions can be found on our website: <https://ib.ish.dk/admissions/tuition-fees>. Failure to register within this period will result in a DKK 500 monthly administration fee being added to your invoice. In cases where Direct Debit registration is not possible, quarterly payments may be arranged without incurring an administrative fee. For assistance with Direct Debit setup, please contact the school office at +45 70 20 63 68 or visit the school reception.

## 1.2 Payment Schedule

School fees must be paid in advance and are due no later than the first day of each month. The payment period covers all twelve months of the year, from August through July. The only exception is for DP2 students, who pay from August through June only.

## 1.3 Late Payment Consequences

Any unpaid school fees will be carried forward and added to the invoice for the following month. If a monthly invoice remains unpaid by the due date, ISH will send up to three late payment reminders. If school fees remain outstanding for three months, your child's place in the school may no longer be secure. In such a situation, your details will be passed on to the authorities.

# 2. School Fees

Note: All current fee amounts can be found in our *Schedule of Main School Fees 2025-26*, available on the school website here: <https://ib.ish.dk/admissions/tuition-fees>.

## 2.1 One-Time Fees

### 2.1.1 Application Fee

A non-refundable application fee is required at the time of application. This fee covers the processing of your child's application and assessment of admission materials.

### 2.1.2 Enrollment Fee

Upon acceptance of a school place, a non-refundable enrollment fee is due. The enrollment fee must be paid before the student can start school.

### 2.1.3 School Deposit

A refundable deposit is required for all students upon acceptance at the International School of Hellerup. The deposit is refundable provided proper withdrawal notice is given and all fees are settled. Please refer to the Withdrawal Policy and Re-Enrollment sections for terms and conditions regarding the refund of the school deposit.

## 2.2 Monthly Programme Fees

### 2.2.1 Base Programme Fees

Monthly programme fees are payable for all 12 months (August-July), with the exception of DP2 students who pay August through June only. The fee amount depends on your child's grade level and CPR registration status. The programme fee includes core academic instruction and curriculum, standard educational materials, regular assessment and reporting and pastoral care. In Pre-Kindergarten, the monthly programme fees also includes Holiday Care (October, Winter, February), Summer Care (July-August) and Full-time After School Care Programme (ASCP).

### 2.2.2 Additional Monthly Fees

The following required additional monthly fees apply to specific programmes:

- **Pre-Kindergarten mandatory lunch programme:** The school lunch service is mandatory for Pre-Kindergarten students, in accordance with Danish law requiring unified lunch arrangements for this age group. This requirement is subject to a biennial parent vote. Information about the current mandate and next vote can be found on our lunch programme page at <https://ib.ish.dk/beyond-the-classroom/lunch-programme>. Students may be exempted from the lunch service only for dietary restrictions (such as allergies or religious considerations) that were either declared during enrollment or subsequently documented with a doctor's note. The monthly lunch fee is charged from August to June, with exempted students eligible for fee reimbursement upon approval of their dietary restriction documentation.
- **Diploma Programme: Monthly International Baccalaureate (IB) fee:** Students enrolled in the Diploma Programme are registered with the International Baccalaureate Organisation for the full two-year programme. The monthly IB fee is charged continuously until completion of DP2, covering registration and administration costs for both years. This fee is non-refundable in case of early withdrawal from the programme, whether partially or in full. Students joining after the start of the academic year will be charged retroactively from the beginning of the programme.

### 2.2.3 Sibling Discounts

Families with multiple children enrolled at ISH receive monthly discounts for each additional child. The discount increases with each additional child enrolled. Current discount amounts are listed in the Schedule of Main School Fees.

### 2.2.3 Fee Adjustments

Monthly programme fees are subject to annual indexing with a minimum increase of 2%.

## 2.3 Annual Fees

### 2.3.1 Parent Teacher Association (PTA) Fee

Families are required to pay an annual Parent Teacher Association (PTA) fee per family in August of each school year. This fee directly contributes to supporting PTA initiatives and events held

throughout the year. For families enrolling their child(ren) during the academic year, the PTA Fee will be charged when their child starts school.

### **2.3.2 Materials Fee**

A Materials Fee is charged annually for students in all grades. This fee covers the cost of materials and resources needed for educational activities. The fee is deducted in August of each school year. For families enrolling their child(ren) during the academic year, the Materials Fee will be charged when their child starts school.

### **2.3.3 Class Activity Fee**

A Class Activity Fee is charged annually for students in Pre-K through MYP 4. The Class Activity Fee covers expenses related to class field trips, educational events, and activities. Different rates apply for Primary School (Pre-K-PYP 5) and Middle School (MYP 1-4) students. The fee is deducted in September. For students enrolling during the academic year, this fee will be charged at the time of enrollment.

### **2.3.4 Core Week Fee**

A Core Week fee is charged annually for students in MYP 1-5, with the amount varying by grade level. Core Week takes place during the spring term and is a mandatory part of the MYP curriculum. Payment plan options are available, and teachers will provide specific details about activities and costs. The fee is non-refundable unless otherwise stated.

### **2.3.5 High School Orientation Fees**

Orientation fees for MYP5 and Diploma Programme students are charged in August and cover orientation week activities and retreats. Advisory teachers will provide detailed activity information in August. These fees are mandatory and non-refundable as they support essential community-building and academic preparation activities.

## **3. CPR Registration and Fee Subsidies**

### **3.1 CPR/CDR Registration Requirements and Deadlines**

To qualify for subsidised school fees, you must:

- Have your child's CPR/CDR number registered with your municipality by September 1st, 2025
- Submit to admissions@ish.dk by September 1st:
  - Your child's CPR/CDR number
  - Registered address ( as stated on the yellow Health Insurance Card/"Sundhedskort")

### **3.2 Fee Implications Based on Start Date**

#### **3.2.1 Students Starting Before September 1st**

Students without a CPR number before summer break will initially be invoiced at the non-subsidised rate (see Schedule of Main School Fees). Upon CPR submission:

- If submitted before September 1st: August fees will be retroactively adjusted to the subsidised rate
- If submitted after September 1st: Non-subsidised rate applies for the entire academic year

### 3.2.2 Students Starting After September 1st

Students enrolling after September 1st will be charged the non-subsidised rate through July, with two exceptions:

- **Pre-Kindergarten students** are considered as "Børnhave klasse" under Danish law, allowing the school to apply for state funding monthly. All families are initially invoiced at the subsidised rate. However, if subsidies are not approved by the municipality or if confirmation of withdrawal from the previous daycare is not received, invoices will be retroactively adjusted to the non-subsidised rate.
- For **MYP 5 students**, those starting before December 1st remain eligible for the subsidised rate provided they have a valid CPR number. Any MYP 5 students starting after December 1st will be charged the non-subsidised rate through July.

### 3.3 School Fees Subsidies (Fripladstilskud)

Parents of students from Kindergarten through DP2 with household income below an annual threshold may be eligible for school fee subsidies from the Ministry of Children and Education. The specific income threshold is set by the Ministry each year. This subsidy programme, known as "Fripladstilskud," can help reduce monthly school fees for eligible families. The application process follows these steps:

1. The application form will be distributed via Toddle and the parent newsletter at the start of the school year. Printed copies will also be available at the school reception from the first day of school.
2. Completed forms, along with required income documentation, must be submitted to [info@ish.dk](mailto:info@ish.dk) at the beginning of September (the exact date is communicated on the form).
3. The Ministry evaluates all applications in December.
4. For approved applications, the subsidy will be paid directly to the school and deducted from the family's school fees from January through June.

### 3.4 Transport Subsidies for Kindergarten to DP2

For students in Kindergarten through MYP4, transport subsidies are available for those living more than 5 kilometers from the Hellerup campus. To apply, families must complete the online ISH Transport Subsidy Application Form (available through the Parent Zone on the school website) by early May. The exact deadline is specified on the application form. Approved subsidies will be deducted from the school invoice during the spring term.

Students in MYP5 through DP2 can apply for an Ungdomskort through [www.ungdomskort.dk](http://www.ungdomskort.dk) using their NemID/MitID. The Ungdomskort provides transportation coverage within the capital region.

### 3.5 Municipal Subsidies for Pre-Kindergarten

Pre-Kindergarten families can apply for municipal subsidies through their local municipality's "Pladsanvisning," including income-based subsidies ("Økonomisk Fripladstilskud") and sibling discounts ("Søskenderabat"). Contact your municipality directly to learn about available subsidies, as these vary between municipalities. While there is no specific application deadline, we encourage applying soon after enrollment. Approved subsidies are paid directly to the school and retroactively deducted from the school fees.

### 3.6 SU – Educational Support for student over 18

Students aged 18 or older may apply for SU (State Educational Support). Requirements include a valid NemID/MitID, NemKonto (designated bank account) and additional documentation for non-Danish citizens.

## 4. Optional Services

Note: All current fee amounts can be found in our *Schedule of Main School Fees 2025-26*, available on the school website here: <https://ib.ish.dk/admissions/tuition-fees>.

### 4.1 School-Wide Optional Services

#### 4.1.1 Lunch Service

Our lunch service is available for all students from Pre-Kindergarten to DP2, with mandatory participation for Pre-K students. The service operates on an 11-month subscription basis from August to June, with the monthly fee added to programme fees. The fee is calculated based on the total number of school days per year and divided into equal monthly payments, resulting in a fixed monthly rate that accounts for school holidays in August, October, December, February, and April.

If you sign up mid-month, the full monthly amount will be charged on your next invoice. You can cancel your lunch subscription at any time during the school year, but you will be charged for both the current month and an additional 30 days. Cancellations must be submitted through the form available on the Parent Zone page of the school website.

**Emergency Lunch Fee:** Students who are not enrolled in the lunch service will be provided lunch and charged 50 DKK if they forget to bring lunch to school. For detailed information about our lunch programme, including menus and dietary accommodations, please visit <https://ib.ish.dk/lunch>.

#### 4.1.2 Learning Support Services (LSS)

Learning Support Services (LSS) are available to students who require additional assistance to meet curriculum standards. Access requires a mandatory evaluation process. Basic support starts at DKK 3,000 per month, while intensive support fees are determined based on individual needs through a written agreement with the learning support department. LSS fees are payable for all twelve months of the year, including July, and the July fee must be paid even if not re-enrolling for the following academic year.

#### 4.1.3 Therapy Services

Our on-site therapist provides speech and occupational therapy services for articulation, communication, and sensory/motor difficulties. Services require an initial evaluation. Following evaluation, therapy services are billed monthly from September through June. The rate remains fixed during school holidays. If the school needs to cancel a session, it will be rescheduled. Sessions missed due to student absence are not eligible for make-up sessions.

#### **4.1.4 Documentation Services**

- **Retrieval of archived report cards:** Report cards are accessible through Toddle (Primary/Middle School) or ManageBac (High School) until the student's final day of attendance. Retrieving archived report cards incurs an additional cost per report with up to one week processing time.
- **Certificates:** Enrollment approval documentation from OpenApply is generally sufficient for submission to various authorities, and families are encouraged to use this whenever possible. When additional official documentation is required, such as school-signed certificates or completion of specific forms, a processing fee applies.

## **4.2 Primary School Optional Services (Pre-K to PYP5)**

### **4.2.1 After School Care Programme (ASCP)**

The ASCP is offered for students in Pre-K through PYP4. The ASCP is included in the Pre-Kindergarten programme fee. For Kindergarten through PYP4 students, we offer two flexible options:

- **Full-time After School Care:** This comprehensive option includes both Morning Club from 7:00-8:30 and after-school care until 17:00. The program includes daily activities and a small snack.
- **Morning Club** For families needing only morning coverage, Morning Club is available as a standalone service from 07:00-08:30..

ASCP fees are billed monthly for eleven months, with no charge in July. For families enrolling in ASCP after the monthly invoice has been issued, the corresponding amount will be included in the following month's invoice. Please note the following:

- **ASCP Late Pickup Fee:** If parents are unable to collect their child by the designated time, they must contact the ASCP staff immediately. A late pickup fee will be charged for each instance after the first occurrence in any given month.
- **Fee Adjustments:** The monthly ASCP fees are subject to annual indexing with a minimum increase of 2%.

### **4.2.2 Holiday Enrichment Camps and Care Programme**

During school holidays such as October Break, Winter Break, and February Break, primary school students can enroll in our Holiday Care Programme for an additional fee. Registration is required through forms shared in the weekly parent newsletter prior to each Care week. The charges will be added to the school invoice one to two months after participation. Please note that Holiday Care Programme participation is included in the Pre-Kindergarten programme fee.

### **4.3 Middle School Optional Services (MYP 1-4)**

#### ***4.3.1 After School Programme***

A structured after-school programme is available for middle school students, running daily from 15:30 to 17:00. The programme provides a supervised environment for homework completion and social activities. A minimum of 14 students is required for the programme to run.

#### ***4.3.2 Middle School Co-curricular Activities***

Math Competitions and Model United Nations (MUN) Conferences are available to Middle School students who are members of the Math Club or MUN group. Activity fees vary based on the destination of these trips, and teachers will provide specific cost information prior to each event.

### **4.4 High School Optional Services (MYP 5-DP 2)**

#### ***4.4.1 Diploma Programme Pamoja Online Courses***

ISH collaborates with Pamoja Education to offer IB-approved subjects that are not available on campus. Course fees are charged per course per year, with payment divided into two installments in October and November. For current fee amounts, please refer to the Schedule of Main School Fees. Students who start after the 1st of September and wish to enrol in Pamoja online courses must pay a late registration fee of 400 EUR (approximately 3000 DKK), even if they are transferring from another school.

#### ***4.4.2 Diploma Programme Kognity Subscription***

ISH works with Kognity to provide interactive, online textbooks, quizzes, resources and assessment practice papers to enhance Diploma Programme student learning. Kognity is particularly beneficial for Science and Mathematics subjects, while less relevant for Languages and Arts. Accordingly, we let each family decide whether to purchase a subscription based upon the student's DP subject choices. Families will be given the option to sign up at the beginning of each year. For current subscription fees, please refer to the Schedule of Main School Fees.

#### ***4.4.2 High School Co-curricular Activities***

Math Competitions and Model United Nations (MUN) Conferences are available to Middle School students who are members of the Math Club or MUN group. Activity fees vary based on the destination of these trips, and teachers will provide specific cost information prior to each event.



## 5. Pre-Kindergarten Specific Information

### 5.1 Former Daycare (Børnehave) Sign-Out

When enrolling at ISH, families must officially sign out their child from their former daycare (Børnehave). Failure to do so will result in school fees being charged at the non-subsidised rate until confirmation is received from the new municipality.

### 5.2 Copenhagen Municipality (Københavns Kommune) Guidelines

Copenhagen municipality residents must submit additional documentation, available through the school website: <https://ib.ish.dk/admissions/tuition-fees>.

### 5.3 Moving to a New Municipality

When moving to a new municipality, families must inform the school office promptly to maintain subsidy eligibility.

## 6. Withdrawal and Re-enrollment

All withdrawal requests must be submitted through the official School Withdrawal Form, which is available here: <https://ib.ish.dk/community/parent-zone>. Verbal notifications are not accepted.

### 6.1 Standard Notice Period

The school requires three months' notice for withdrawal. The notice period and fees are calculated based on when the withdrawal form is submitted:

- If submitted by the 15th of a month: fees are charged for that month plus two additional months
- If submitted on or after the 16th: fees are charged for that month plus three additional months

The school deposit will be refunded after the notice period, provided all fees are settled. The deposit may be retained to cover part of the notice period fees if necessary.

### 6.2 Re-enrollment Period

Special withdrawal rules apply during the re-enrollment period (February-August). The Admissions Office sends detailed information about specific dates and deadlines in February.

After the re-enrollment deadline:

- If you have re-enrolled your child and subsequently inform the Admissions Office that you have changed your mind before (and including) May 31st, you will forfeit your deposit but will not be charged tuition after July.

- If you have re-enrolled your child and subsequently inform the Admissions Office that you have changed your mind between (and including) 31st May and 1st September, the three-month withdrawal notice rule applies as well as forfeiting the deposit.
- If you have declined re-enrollment for your and subsequently inform the Admissions Office that you have changed your mind, your child is not guaranteed their place back because it may have already been filled by another applicant in the waiting pool.

### **6.3 Important Notes:**

- Your deposit will be used to cover July fees if you are not returning for the next academic year
- Any remaining deposit balance will be refunded, or you will receive a final invoice if fees exceed the deposit amount
- Students with outstanding fees are not eligible for re-enrollment

## **7. Policy Changes**

The school reserves the right to modify these terms and conditions. Any changes will be communicated through official school channels, including the parent newsletter, Toddle and ManageBac.

## **8. Contact Information**

- General fee inquiries: [info@ish.dk](mailto:info@ish.dk)
- Direct Debit setup assistance: +45 70 20 63 68
- Admissions and CPR registration: [admissions@ish.dk](mailto:admissions@ish.dk)