



SCHEDULE OF FEES and ADMISSION POLICY

School Year 2010-2011

Effective March 1, 2010

1) Application Fee: Kr. 2.500 per student (maximum 5.000 per family when applying together)

This fee is payable upon first time application and MUST accompany the application package. It is not refundable even if, after processing, the student is not offered a place or the application is withdrawn. This is a one-time fee.

Payments may be made by bank transfer to the following bank:

Handelsbanken

PO Box 103
1300 Sandvika
Swift: HANDNOKK
IBAN: NO 50 9490 0515620

If paying from within Norway please use account number: 9490. 05.15620

Payments from banks abroad should be made directly into our account; **all transfer charges to be covered by the payer.**

Note: when paying the **application fee** please include the **name of your child.**

2) Registration Fee: Kr. 15.000 per student

A one-off payment for new students invoiced with the first tuition payment. Not applicable to Kindergarten or Reception Class, but as from, and including Year 1. The fee is non-refundable.

3) Standard Tuition Fees per academic year:

Kindergarten and Reception	Kr. 69.500
Year 1-13	Kr. 168.000

4) Facility Fee: Kr. 15.000 per student.

To support the school's building programme an additional fee will be charged for the school year 2010-2011. Not applicable to Kindergarten and Reception Class, but as from, and including Year 1.

The fee is earmarked for the extension of the school building and refurbishment of existing facilities. The fee will be reviewed in light of the financial situation for the following school year. The Facility Fee will be billed as the tuition fees, three times during the academic year. See section 11 Invoicing. See also section 8 Reduced Tuition Fees.

5) School Bus Fee:

Round trip	Kr. 15.000 per year
One way	Kr. 8.750 per year

Students at OIS are not eligible for public funding for school transportation, however, the school organises an optional bus service covering parts of Oslo, Bærum, and Asker with links to additional transportation via bus or train. Parents who choose to utilize this service should submit a completed School Bus Request Form to the office. **Parents wishing to change their existing bus arrangements must notify the school in writing at least two weeks in advance.**

There will be no reduction of fees for differentiated use by choice. No refund will be given for children who stop taking the bus or change from both ways to one way during the course of the term. Parents whose children change from using the bus one way to both ways will be billed as from the first day of the month in which the change occurs. The school bus fees will be billed as the tuition fee. See section 11 Invoicing.

No discount for bus fees will be granted for Upper Secondary School students (Years 11 – 13) when there is a conflict between the academic timetable and the bus schedule.

6) Supervised After School Care: Kr. 1.550 per month.

The school offers an after school Play Club to students from the Reception Class up through Year 6. The fee includes a 200 kroner provision of a healthy snack each day. The club is open every day that school is in session: Monday-Thursday 15.00-16.45 and Friday 14.15-16.30. This service is not available when the school is closed for public or school holidays.

Monthly fees apply regardless of numbers of days attended per week.

7) Additional Fees:

The school fees do not cover the following costs, and these will be invoiced separately:

- Extra-curricular activities (i.e. sports, music lessons).
- Extra examination costs such as legalisation fees and early results fees.
- Optional study trips abroad, organised in the secondary school.
- Sporting events incurring travel and accommodation costs.
- Optional activities at residential camps.

8) Reduced Tuition Fee per academic year:

Upon accepting a place at school, families will be liable for the Standard Tuition Fee and other fees as detailed.

In order to encourage permanent children at OIS, as the school finds it important to have a steady core of children attending the school over time, there are a limited number of places available at the reduced tuition rate.

These places are available to those families who are Norwegian (where at least one parent is a Norwegian citizen) or who have a settlement permit (*bosettingstillatelse*) in Norway. Note: a work permit/*Arbeidstillatelse* and/or residence permit/*Oppholdstillatelse* is not the same as a settlement permit. Reduced Tuition Fees will not be granted to families in Norway on a non-permanent basis. Detailed information and criteria can be obtained from the Admissions Office.

Families wishing to apply for consideration for Reduced Tuition Fees should request an application form from the Admissions Office.

Change in payer status from Standard to Reduced Tuition fees is subject to individual application and approval, as described above. It should be noted that, for those who qualify, there is a transition period of one full school year (10 months) following approval of your request to change rates before the reduced rates would apply. Detailed information will be given by the Admissions Office.

If granted reduced tuition rates per academic year are as follows:

Kindergarten and Reception	Kr. 27.800	
Year 1-10	Kr. 73.000	
Year 11-13 (IB)	Kr. 135.000	* See section 9

As described in section 4 above, a Facility Fee will be charged for the school year 2010-2011. For those paying Reduced Tuition Fees the Facility Fee is: **Kr 7.500 per student.**

No reduction will be made for the Application Fee and Registration Fees. For new students joining Pre-IB and IB at the reduced tuition rate, the one-time Registration Fee will be waived for 2010-2011.

9) Grant / State Subsidy for IB students:

Certain categories of students in Pre IB / IB (Year 11 – 13) are entitled to apply for a grant / state subsidy at *Statens Lånekasse for studerende Ungdom* / The State Educational Loan Fund to help with the costs of tuition fees. The grant was approximately kr. 78.000 for the school year 2009-10. To be entitled, the following criteria, set by *Statens Lånekasse*, must be met:

- The parents must pay the Tuition Fees themselves and receive no support from employers or through other means to offset the costs.
- The student must be either a Norwegian citizen or the child of a citizen of a European Economic Area (EEA) country who has worked in Norway and paid taxes for a minimum of 3 months.

At the start of school in August a grant application form will be distributed to the students. The form must be completed and signed both by the student and the parent / guardian and then returned to the school to confirm the status of the student. The school forwards the completed applications to *Statens Lånekasse*. If the student is 18 years of age, no parental signature is needed. Further communication with *Statens Lånekasse*, such as letters confirming the grant, is channelled through the school.

The grant will be distributed in two instalments: September/October and January/February. Payments are only made to a student's personal bank account; no other name will be accepted.

The grant is a personal matter, with OIS acting only as a facilitator. **Payment of fees must be made by the invoice due date regardless of when the grant from *Statens Lånekasse* is received by the student/family.**

10) Assisted Places:

The school can give limited financial assistance under exceptional circumstances. Conditions for applications can be obtained from the Business Manager's office.

11) Invoicing:

Tuition fees are invoiced three times during the school year, with the following deadlines for payment:

- Term 1 (September-December / 4 months): Payment due by 1 June
- Term 2 (January-March / 3 months): Payment due by 1 December
- Term 3 (April-June / 3 months): Payment due by 1 March

Payment terms are net 15 days.

The facility fee will be invoiced at the same intervals, as will the bus fee for those using the bus service.

12) Late Enrolment and Early Departure:

Students who begin after the start of any term will be charged the full tuition fee for that term, in addition to the registration fee. When there is a waiting list, acceptance can be made conditional that fees are paid for a longer interim period than one term to hold a place open.

Notification of your departure from OIS must be given in writing by the legal guardian at least **ONE MONTH** in advance of withdrawal from school. If a student leaves during the course of any term, the tuition fee must be paid for the full term.

13) Payment:

Payments may be made by bank giro or by bank transfer to the following bank, with **our customer number** (located in the top right hand corner of the invoice) clearly indicated, so that your payment is allocated correctly to your child's account. When paying via Internet (Net banking) please be sure to indicate the "KID" number (Customer Identification).

Handelsbanken

PO Box 103

1300 Sandvika

BIC/Swift: HANDNOKK

Bank account: 9490.05.15620

IBAN: NO 50 9490 0515620

Payments from banks abroad should be made directly into our account; **all transfer charges to be covered by the payer.**

Note: When paying the **application fee** a customer number is not required, but include the name of your child.

14) Late Payment

A reminder for invoices not paid by the due date - printed on the school fee invoice - will be sent out twice. An administrative charge of kr.57 will be added for each reminder and penalty interest, currently 12.25% per year, will be calculated for the delay. Failure to pay on reminder will result in the claim being handed to a debt collection agency. This will include fees and interest charges for the payer. The school will not withdraw claims once turned over for legal collection.

Failure to pay as invoiced may result in the student being asked to leave the school. No child will be allowed to start a new term if fees are still outstanding from a previous term. Written notification will be given.

15) Admission policy:

Admission to OIS is open to students of all nationalities who demonstrate the ability to access and benefit from the challenging international curriculum and program offered by the school.

Admission is dependent on:

- Meeting all admissions procedures and qualifications.
- Meeting all financial obligations.
- Availability of places in appropriate classes and programs.

In the event of a shortage of places, priority will be given to:

- Families employed by companies who have an agreement to reserve a specific number of places at the school.
- Families that can document that they are on a short-term assignment to Norway.

Permanent residents of Norway who meet all admissions procedures and qualifications and all financial obligations will be admitted based upon the availability of places for permanent residents in appropriate classes and programs. Priority will be given to Norwegian citizens who have attended school abroad.

When possible, priority placement will be given to qualified siblings of current students.

16) Upper Secondary School Admissions Policy

In addition to completing all of the normal admissions procedures, admission is dependent upon:

- Entrance exams have been taken in English/Maths and Sciences and have been completed at a satisfactory level.
- Receipt of the student's previous academic records, along with letters of recommendation, which are reviewed along with the entrance exam results by the USS staff.

From this review, students are offered conditional places in the Pre-IB/IB Programmes. The conditions are as follows:

- Students with individual learning needs must be able to demonstrate the intellectual capacity to meet all the curriculum and assessment requirements.
- The student has the necessary language background to succeed in the USS Programmes.
- The student's academic abilities are at a level appropriate to the USS Programmes.

17) Special Needs

Our school is able to admit and serve students with mild learning difficulties who demonstrate the ability to access and benefit from our regular curriculum and program with limited assistance (up to four lessons per week) from our Support for Learning Program. Students with special learning needs will be admitted on the basis of the admissions committee's review of previous school records and placement, assessments of current intellectual and achievement levels, Individual Educational Plan (IEP) and psycho-educational evaluation.

Admission to one division or year level may not ensure continued enrolment in the next school division or year level as the school may not be able to meet the individual educational needs of a student with learning difficulties as they progress through the year levels due to the increased level of academic requirements at progressive year levels.

OIS does not offer modified grades or alternative diplomas and does not provide physical or occupational therapy services.

OIS does not admit students with:

- Low cognitive functioning
- Conduct disabilities
- Both learning disabilities and limited English language proficiency

18) Changes to fees:

Fees are revised for the academic year and approved by the board in March every year for the coming school year.

19) Enquiries

Admissions Office:	Suzi Andersen	admissions@oslois.no
Billing Office:	Julia Liseth	billing@oslois.no
Deputy Head of School/CFO:	Knut Sørli	knut.sorlie@oslois.no

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