

Annual Schedule of Fees Terms and Conditions of Enrolment for School Year 2025-2026

Oslo International School (OIS or the School) is organised as a fully independent not-for-profit foundation and its running costs are covered by tuition fees. We are not financially subsidised by the Norwegian government or any other organisations.

School fees are set annually by the Board of Trustees which plans school budgets for an entire school year at a time. It is important to have consistent funds from tuition available throughout the school year to ensure the highest quality of educational offerings and a consistent programme for our students. The following fees have been approved by the Board of Trustees on 10 February 2025.

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Annual Schedule of Fees 2025-2026

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

Enrolment/(Re)Enrolment fee 10,000 NOK*

* This fee becomes a part of the annual fee but is paid separately.

Year level	Annual Fee In NOK	Payment Due Dates	
		15 May 2025	15 November 2025
Pre-School 1 and 2	22,000	10,000*	12,000
Years 1 - IB2	277,100	124,700 *	152,400

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

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 Fee

All applications are required to be submitted together with the application fee. 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 The application fee is non-refundable even if a place is not offered to the student, or the application is withdrawn.

Once an application fee has been paid and all application materials are submitted, the application review process commences.

Re-entries and re-applicants are also required to pay this fee.

1.2 Registration Fee

The registration fee is invoiced upon acceptance of an enrolment offer to reserve the place. Enrolment may be cancelled if the fee is not paid by the due date. The registration fee is not refundable. Re-entries and re-applicants are also required to pay this fee.

Note: 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.

1.3 Enrolment/(Re)Enrolment Fee

Newly enrolled students will be invoiced the enrolment fee after accepting a place at OIS. This fee is applied to the Term One tuition fees. The enrolment fee is payable by the date stipulated on the invoice. Enrolment may be cancelled if the fee is not paid by the due date. The enrolment fee is not refundable.

Re-enrolling students will be invoiced for their (Re)Enrolment fee with payment due mid-March. This payment is applied toward their tuition fees for the upcoming school year. The (Re)Enrolment fee is not refundable.

1.4 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.

1.5 Fees for Optional School Bus Service

Fees for optional bus service are set by the Board and posted on the website. Fees for the school bus are invoiced per term.

Bus fees that have been paid will not be refunded if the parent later cancels the bus service or changes from round-trip to one-way service during the term.

Students who register for bus service mid-term will be invoiced for the full term.

Bus service is subject to availability regardless of date of enrolment.

1.6 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 in advance of the school trip departure to those participating. 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 Community Portal under After School Activities. All after school activity fees are paid online by credit/debit card.

2. Payment of School Fees

2.1 Electronic Invoicing

Invoices are sent to the e-mail address registered for invoicing in the School database. 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 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.

2.3 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.

2.4 Re-enrolling Student's Schedule of Payments

Tuition fees for re-enrolling students are invoiced twice yearly with payment due dates below:

Year level	Payment Due Dates	
	Term One 15 May 2025	Term Two 15 November 2025
Pre-School 1 and 2	10,000 *	12,000
Years 1 - IB2	124,700*	152,400

* Amount includes the (Re)Enrolment fee.

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

2.5 New Student's Schedule of Payments

New students admitted for the start of the academic year will be invoiced for Term One payment as they are enrolled (see 2.4), with a due date of 15 May or 30 days from the date of invoice.

Regardless of the invoice due date, payment is required prior to the student attending classes.

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

See section 3.2 for more information on enrolment during the school year.

2.6 Payment Method

Payments should be made by bank transfer directly into our account with your "KID" number (located in the upper right-hand corner of the invoice) clearly indicated so that your payment is allocated correctly to your student's account. If you cannot use the "KID," please use your customer number. All transfer charges are to be covered by the payer.

Account name: Stiftelse Oslo International School
 Bank name: Danske Bank A/S
 Bank address: Søndre Gate 15,
 7466 Trondheim, Norway

BIC/Swift: DABANO22
 Bank account: 8601.92.68723
 IBAN: NO 25 86019268723

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 Enrolment during the School Year

Students may be enrolled at any time during the school year, according to the OIS Admissions Policy, and provided a vacancy is available. Note: students are not typically enrolled in school later than 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 Term One fees, in addition to the Registration and Enrolment fee, are due and payable prior to the student attending classes (see section 2.4).

For students admitted with a start date from January onwards, Term Two fees, in addition to the Registration fee, are due and payable prior to the student attending classes (see section 2.4).

Regardless of the invoice due date, 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. Early Withdrawals from School

Withdrawal notification: 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 for the Next School Year

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 fee by the invoice due date (mid-March) temporarily holds the student's place in the upcoming school year as we begin admitting new students.

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

Payment of the (Re)Enrolment fee will only hold the place if all other outstanding and overdue fees with OIS have been settled.

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 that Oslo International School is approved under the Norwegian Education Act § 22-1, and as such, the school has no legal right to receive Norwegian government funding for the support of students in Year 1 or above requiring special needs education ('PPT' services). Parents should also be advised that children attending OIS are not covered by the right to special language instruction 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.

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 15 November of the academic year in which they will graduate. 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 outstanding and overdue 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, or 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.

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