



## TERMS OF PAYMENT ETC.

### SCHOOL FEES:

**General:** All payments must be made in DKK. Any fees regarding transfer of money, currency exchange, etc. are the liability of the parents.

**Column 1+2:** School fees and fees for “Privat pasningsordning reception class” applicable for students, with a valid **CPR number** (Civil Personal Registration number) or with **diplomatic status**, enrolled by **5<sup>th</sup> September** in the school year in question.

A supplement to the school fees is added for Y7-Y11 as the school incurs more costs related to these grades.

A supplement to the school fees is added for Y7-Y9 to cover the costs of one international trip with overnight stay.

**Column 3:** School fees applicable for students without a **CPR number** or **diplomatic status** as well as for those enrolling after **5<sup>th</sup> September**, which is the cut-off date for receiving state subsidies. The school fee is then equal to the normal monthly school fees with the addition of the lost state subsidy. The school fees are not subject to adjustment during a school year even if the state subsidy changes.

School fees are set, **monthly, half-yearly or yearly** (August – June, both inclusive) and payable in advance. There is a fee of DKK 100 in case of change of payment frequency.

Monthly school fees are due for payment on the 5<sup>th</sup> of each month (except July).

School fees for children registered during the period from the **1<sup>st</sup> to the 20<sup>th</sup> day of the month** are charged for the whole month.

School fees for children registered **after the 20<sup>th</sup> day of the month** are charged from the 1<sup>st</sup> day of the following month.

### RECEPTION CLASS SUBSIDY:

Some municipalities (“communes”) provide financial subsidy to children in Reception Class subject to section 78 in the Day Care Act “Dagtilbudsløven”, as this equals Kindergarten in the Danish school system. The subsidy is a contract between the parents and the “commune.” School fees must be paid in full to the school.

Immediately after school start you must contact your commune (Department for private Day Care). The “commune” will provide a contract and receipts forms. All papers must be filled by the parents and signed by both parents and Rygaards School. Please note that the receipt forms can only be signed once the school receives the payment.

### COMPANY PAYERS:

In cases where a company is registered as the payer for the tuition of one or several enrolled students, the company in question is obligated to pay all school fees to the school. This applies regardless whether the payment is subdivided in relation to their employee.

### MARRIED/COHABITATING COUPLES, ETC.:

In cases where the household of one or several enrolled students consists of a married couple, registered partners, or a cohabitating couple, both parties are jointly and severally liable to pay school fees to the school. That is, the school may direct a claim towards both parties. Correspondingly, the school can repay an excess amount to the account specified by the parties, with liberating effect.



### **SFO FEES:**

Rygaards School SFO (The After-School Care Programme) is charged with the school fees. Extra payment for winter, autumn, and Summer (1<sup>st</sup> week) holidays is charged with the school fee following the end of the respective holiday. Registration is binding.

Rygaards reserve the right to close the SFO during holidays if the number of subscribed children is insufficient.

There is a fee per 15 minutes for late collection of children - after closing hour. Cf. Schedule of Main School Fees.

### **RECEPTION CLASS AFTER CARE FEES:**

Rygaards School Reception Class After Care fees are charged with the school fees.

### **APPLICATION FEE:**

The application fee must be paid when a formal application is submitted for a student. This one-time fee is non-refundable.

### **ENROLLMENT FEE:**

Is an initial one-time payment and is non-refundable.

### **DEPOSIT:**

The **deposit** will only be reimbursed when all books are returned in good condition and when all outstanding payment to the school has been made. Unclaimed deposits accrue to the school 6 months after the child has been withdrawn from the school if the parent has not provided Rygaards with bank account information for the repayment of the deposit.

In the case of Year 11 students, deposits will be returned after September 1<sup>st</sup> to allow for any IGCSE remarks or clerical/administration tasks to be completed by the Cambridge Examination Board. Any costs incurred by these remark requests will be deducted from the deposit. Costs for Examination remarks and other examination clerical checks will be charged per student, cf. Schedule of Main School Fees.

Deposit paid for new students will not be refunded if the student does not take the place, at the agreed time.

### **EXAMINATION FEE FOR ADDITIONAL SUBJECTS:**

External students can be offered the possibility to write their exams as private candidates in exams already held at Rygaards School. With the permission of the Examinations Officer external candidates will be entered at a cost per subject, cf. Schedule of Main School Fees.

Internal students can with the permission of the Examination Officer be allowed to enter for exams for subjects not taught by Rygaards School. In this case a fee per subject will be charged, cf. Schedule of Main School Fees.

For both external and internal candidates' payment will need to be paid before registration and is a non-refundable fee.

### **ENTRANCE TEST:**

If a Rygaards student is applying to another school, there will be no charge for the administration for the first entrance test for another school. However, if parents request Rygaards to administer and supervise further tests there will be an additional cost to parents, which is the discretion of the school.



### OVERDUE NOTICE:

A fee, cf. Schedule of Main School Fees, is chargeable for an overdue notice (max. 3 reminders).

### INTERNATIONAL PARENTS COMMITTEE:

The IPC welcomes families into the Rygaards community and plans events and functions for students and their families to foster academic excellence, cultural diversity and friendships. Fee to the IPC is charged once a year in September in addition to the school fees.

### REDUCTIONS IN SCHOOL FEES:

Please refer to the school office for information. Application forms are available from the school office in May and June.

### CLASS MONEY:

Class money is charged once a year. Class money and payments for school trips will be charged in addition to the school fees. The class teacher administers the class money. Class money covers expenses for e.g., workbooks, plants, posters or other decoration of the classroom, entrance fee and transportation and social activities and minor excursions. The balance of the class account follows the class throughout its academic years. Payments for class money are non-refundable.

### TRIPS:

The school will cover the salaries of the participating teachers. All other costs should be covered by the budget for the trip. The Y7 travel supplement covers the cost of one main class trip which comprises of several nights away and one trip with a single overnight stay. The Y8-Y9 travel supplement covers the cost of one international trip with overnight stay in each class. Trips funded by the travel supplement are part of the obligatory Y7-Y9 curriculum, and are planned accordingly. Therefore, the Y7-Y9 travel supplement payments are non-refundable, if the student fails to participate for any reason (illness, personal reasons, leaving the school before the trip takes place etc.)

All other trips will be funded by parents whose children are attending. Registration for all trips are binding and fees charged for trips are non-refundable. A surplus or deficit resulting from any trips will be allocated to the class money of the participating classes.

### WITHDRAWAL FROM SCHOOL AND RECEPTION CLASS:

Subject to receipt of a completed **Demission Form/Notice of Withdrawal**, available at [www.rygaards.com](http://www.rygaards.com), three full calendar months in advance (July is not included). **All** fees will be charged to the end of the three-month period regardless of the attendance of the student.

### WITHDRAWAL FROM SFO AND RECEPTION CLASS AFTER CARE:

Withdrawal from the SFO or Reception Class After Care must be done with one month's notice to the end of a month. All fees will be charged to the end of the notice period regardless of the attendance of the student.

### TERMINATION:

#### Non-payment

In case of non-payment of an amount equal to three months of school fees or more, the school is entitled to terminate the school attendance agreement and exclude the student.

Exclusion due to non-payment will be effective by the end of the month in which the exclusion is notified to the student's parent(s).

In case of termination, the parent(s) is obliged to pay all school fees, SFO fees etc. until 30 days after the effective date of termination/exclusion, regardless whether the student is attending school and /or SFO.



### **Cooperation with the parents**

In case of cooperation problems between the school and the parent(s) the school is entitled to terminate the school attendance agreement and unsubscribe the student. Termination due to cooperation problems will be effective by the end of the month of the school's notification to the student's parent(s).

The parent(s) is obliged to pay school fees, SFO fees etc. until the effective date of termination, regardless whether the student is attending school and / or SFO.

### **The student's own behaviour**

If the student materially violates school regulations or in any other way substantially disregards his/her obligations as a student at the school, the school may exclude the student with immediate effect.

The parent(s) is obliged to pay all school fees, SFO fees etc. until the end of the month of the student's exclusion, regardless whether the student is attending school and/or SFO.

The exclusion of a student must always be conducted in accordance with articles 3 and 12 of the UN Convention of 20 November 1989 on the Rights of the Child to secure that the student's point of views and interests are taken into consideration.

### **CHANGES:**

The school reserves the right to make changes to these terms at any time. Changes to these terms shall be notified with three months' notice to the end of a month. Changes to these terms may be notified through the parent intranet (in Danish "ForældreIntra"). The valid and applicable terms are always available at [www.rygaards.com](http://www.rygaards.com).