

Dear Families,

This is to notify you of changes to school fees and enrolment and withdrawal procedures. The changes will replace the current rules for both prospective and existing families. Changes to the enrolment and withdrawal procedures will take effect on 1st April 2025, while changes to school fees will take effect on 1st August 2025.

The purpose is to establish uniform and transparent rules and procedures for enrolment, withdrawal, and the costs associated with attending Bjørn's International School.

The changes cover the following areas, which are detailed below and will be available on the school's website as of 15th November:

- Adjustments to school fees to standardise amounts across both departments.
- New deposit rules for all students registered for the start of the school year on 1st August 2025.
- Updates to withdrawal procedures for both prospective and existing families.
- Clarification of guidelines for waiting lists, enrolment, and withdrawal procedures.
- Specification of additional costs.

See details below

Financial Overview

The following provides an overview of costs related to attendance at BIS. A description of the various categories can be found below the table.

CATEGORY	COST	NOTES
Registration Waiting List	DKK 250 per child	DKK 400 for multiple children registered at the same time.
Enrolment Fee	DKK 7,000 per family	The one-time, non-refundable enrolment fee covers administrative and operational costs, as well as learning resources and supplies (textbooks, online learning platforms, notebooks, etc.), for the full duration of a student's education at BIS.
Deposit	DKK 7,000 per child	Refundable upon withdrawal if withdrawal guidelines are adhered to. Notice of withdrawal must be provided to the school three months in advance, effective from the 1st of the month. For example, to withdraw for the 2025/26 school year, notice must be given by 31st March 2025.
Monthly school fees	DKK 2,300 for the first child / DKK 2,200 for the second child / DKK 2,000 for the third child	Adjusted according to price index
Payment via Giro Slip or Bank Transfer	DKK 50 per month	This fee can be avoided by registering to Betalingservice, Denmark's Direct Debit scheme.
Reminder Fee	DKK 150	Applied for payments made after the 5th of the month
Computer from Class C	Variable	Avoid Chromebooks and tablets
School Camps	Mandatory participation	C-Class: DKK 1,250 D-Class DKK 1,750 E-Class DKK 3,000 This contribution covers travel and accommodation expenses. Non-refundable upon withdrawal before departure.

Waiting List, Registration, and Withdrawal

Bjørns International School aims for a class size of approximately 20 students per class (10 per year level), and therefore, there is a waiting list for most classes. To be considered for admission, families must complete the application form, pay the application fee, and submit the required documentation (e.g., school reports, transcripts, and educational/psychological assessments).

The form should be completed digitally and sent via email to kontoret@b-i-s.dk. A place on the waiting list will be confirmed once the fee is received. Please note that a place on the waiting list does not guarantee admission. All students on the waiting list are ranked based on the date the waiting list fee is received.

The waiting list fee is DKK 250 per child, or DKK 400 if two or more children are registered at the same time.

Admission and Registration

Bjørns International School is committed to creating diverse, inclusive, and well-functioning classes where all students can thrive. Admission is based on a thorough assessment of the class's social dynamics and the student's academic and social skills. While seniority on the waiting list is important, it is not the sole criterion for admission. The school strives to foster a supportive environment where students can build meaningful relationships and reach their full potential.

Admission from the waiting list is prioritised according to the following principles:

- Sibling children of current students.
- The class's social dynamics and the student's academic and social fit.
- Waiting list seniority.

Admission Interview

When a place becomes available, parents and the student are invited to meet with the school leadership and class teacher to discuss mutual expectations. In most cases, a 3-day trial period is agreed upon. Students with specific challenges will be assessed academically and pedagogically in relation to the class's composition and wellbeing.

Grade placement is generally based on the child's year of birth, with students starting Year 1 when they turn six years old.

Registration for Year 1

The school admits approximately 10 students per year to each of the two youngest grades (Børnehaveklasse/Year 1). School entry occurs in the year the child turns 6. The admission process begins the autumn before the school year starts, and parents on the waiting list will receive an email asking if they are still interested in enrolment. For siblings, a sibling guarantee applies if they are registered for school entry by 15 August in the year prior to expected start.

Registration and School Fees

Upon admission to the school, the following applies: Registration is valid for the entire school year, from 1 August to 31 July. Once a child is enrolled, this is considered a commitment for the full school year. A student is automatically enrolled for the following school year unless they formally withdraw. This does not apply to final-year students. A timely withdrawal for the end of a school year must be received by the school no later than 31 March.

The following fees are applicable upon registration:

- Registration fee of DKK 7,000 per family (non-refundable).
- Deposit of DKK 7,000 per child, refundable upon completion of schooling.
- First month's school fees.

Students who have reserved a place for the upcoming school year by paying the registration fee but do not start will not receive a refund. If there are fewer than three months until the start of the school year (01.08.xx), the deposit is also non-refundable.

Monthly school fees (over 12 months) are:

- DKK 2,300 for the first child
- DKK 2,200 for the second child
- DKK 2,000 for subsequent children from the same family

School fees are paid via *Betalingservice*, Denmark's Direct Debit scheme. Payments via giro or bank transfer incur an additional charge of DKK 50 per transfer. If school fees are not received by the 5th of the month, a reminder will be sent, and a reminder fee of DKK 150 will be added.

If fees remain unpaid for three months, the partnership is terminated, and the deposit will be retained. Any outstanding amounts will be referred for collection.

Should essential information regarding the child's learning needs, health, or overall wellbeing be withheld by parents or guardians during the registration process, we reserve the right to terminate the agreement with immediate effect, and the deposit will not be refunded.

Other Costs

School Trips Classes in C, D, and E grades go on school trips. C and D class students explore Denmark, while E class students visit Berlin. All school trips are mandatory and partly funded through parental contributions. Payment for these trips is collected along with school fees in four instalments from August to November of the relevant school year. Students who leave the school after payment for the trip will not be refunded as transport, accommodation, and tickets are booked and paid for at the start of the school year to secure the best possible prices.

- C grade: DKK 1,250
- D grade: DKK 1,750
- E grade: DKK 3,000

Computers All students from C grade onwards are expected to bring a laptop (not a Chromebook or tablet).

School Transport The school does not provide subsidies for school cards or transport to and from school.

Fee Subsidies Through the *Distribution Secretariat/Fordelingssekretariatet*, parents can apply for subsidies towards annual school fees. The *Fordelingssekretariatet* is an independent institution that allocates subsidies to free schools and private primary schools. Subsidies are awarded based on the parents' income for the calendar year preceding the school year. An application form must be completed and submitted every year. All families will receive the form via ParentIntra, and it must be submitted to the school office by 20 August.

Withdrawal from BIS

Withdrawal must be submitted in writing to the school office via email: kontoret@b-i-s.dk. The notice period is three months, starting from the first day of the following month.

For withdrawals at the end of the school year, school fees are due until June. The notice for withdrawal at the end of the school year must be received by the school no later than 31 March.

For mid-year withdrawals, the notice period is the current month plus three months. If the student withdraws with less notice, the deposit will not be refunded. Any outstanding school fees will be deducted from the deposit, and any unreturned books or items will also be deducted.

Students in final-year classes are automatically withdrawn at the end of the school year, and the deposit is refunded in August. Final-year students only pay school fees for 11 months and are automatically withdrawn as of 1 July. This does not apply to students in EE9 (Year 10), who continue into Year 11. Year 11 must be selected by 1 March before the new school year.

Year 11 (IGCSE) requires a separate registration form.

Termination process

In certain cases, we may find that the partnership between the school, student, and family is no longer viable. Bjørn's International School follows the Ministry of Education's guidelines on termination of collaboration. Further details can be found on the Ministry of Education's website under "[Withdrawal Procedure](#)".