

Terms and Conditions

1. Definitions

- *Acceptance form* - the form provided by the school for parents to sign when accepting a written offer of a place.
- *Application fee* - a one-off administrative fee, charged upon acceptance.
- *Child* - a student of any age admitted to the school.
- *Fees* – tuition fees as specified in the school's 'schedule of fees' document.
- *Principal* - the person appointed by the School Board to be responsible for the day to day management of the school. This term includes those to whom the duties of the Principal have been delegated.
- *School Rules* - as outlined in the parent handbook and the discipline policy.
- *School Term* - the periods when the school is in session. School term dates are notified to parents annually.
- *We or the school* - The British International School of Stavanger (BISS).
- *You or parents or sponsor* - any person who has signed the acceptance form as parent or guardian or sponsor of a child or who, with the School's written consent, has subsequently assumed parental responsibility for the child.

2. Entry to the School

Acceptance of a place

Your child's place at school is secured once the acceptance form and the declaration of payment of school fees are completed, signed and returned to the school.

The application fee

The application fee is charged once the acceptance form and the declaration of payment of school fees forms are completed, signed and received by the school. The application fee is also charged to current Pre-school families who accept a place in Main School, reception class. The application fee will form part of the general funds of the School. For assisted places, the first month's tuition fees will also be charged on acceptance. The application fee and the first month's tuition fees are non-refundable should the child fail to attend in August.

3. Fees and Extras

Items covered

The Standard Primary and Secondary tuition fee **includes school transport and all school materials** but does not cover the items listed below:

- Optional extra- curricular activities and clubs
- Selected secondary school text books
- Music Lessons and activities led by external providers (fees payable directly to the external provider)
- Optional educational visits abroad and residential trips in Norway
- Overseas sporting events incurring travel and accommodation costs
- Special activities or events held at school
- Transport cost for local educational visits
- School uniform

These items will be invoiced separately.

By whom payable

The liability to pay fees and any extras is the joint and sole liability of each person or company sponsor who has signed the acceptance form and/or the declaration of payment of fees and any other person who has, with the consent of the school, accepted responsibility for the payment of fees in respect of your child.

When payable

Company/NATO places – Tuition fees are charged annually, in August. Tuition fees are payable in full in accordance with the terms of the invoice. If a child fails to attend once the school place has been accepted, the company/NATO will be liable for payment of one term's tuition fees. If a child leaves before the end of the academic year, no refund of tuition fees is available. However, the company/NATO may use this place for any new child arriving during the same academic year. In such cases, the annual tuition fee is waived and only the application fee is payable.

Assisted places - Tuition fees are payable in installments in accordance with the terms of the invoice. If a child fails to attend once the school place has been accepted, the application fee and first month's tuition fees are not refundable.

Sixth Form College places – Sixth Form fees are invoiced twice a year, in August and January, to coincide with the release of the study grant from Statens Lånekassen.

Recovery of unpaid fees

We reserve the right to refuse to allow your child to attend the school while fees remain unpaid. We may make an interest charge in accordance with the late payment interest act (morarente-loven). School will, on request, release information regarding unpaid fees to any other school or educational establishment to which you propose to send your child. Unpaid invoices for tuition fees will be sent to the Norwegian debt recovery agency, Inkasso.

Review of fees

Fees are reviewed annually and any increases will be announced by 31st March, for the coming academic year. The new tuition fee will commence in the first month of the new academic year.

4. Events requiring notice in writing

If you, or your company/NATO, intend to withdraw a child from the school, three (3) months' written notice of withdrawal must be given to the Admissions Office. Notice will commence on the 1st of the month following receipt of your notice.

For company/NATO places, no refund of tuition fees is available. However, the company/NATO may use this place for any new child arriving during the same academic year. In such cases, the annual tuition fee is waived and only the application fee is payable.

For assisted places, failure to give sufficient notice will result in a penalty of one term's tuition fees (one third of the annual tuition fee).

For withdrawals at the end of the academic year, notice must be given by 31st March. Where no notice of withdrawal has been received, current students are automatically allocated a place for the following academic year*. Failure to give sufficient notice will result in a penalty of one term's tuition fees (one third of the annual tuition fee).

*Except for students moving from pre-school to main school reception class, and from MYP5 to the IB Diploma courses, where new applications must be submitted.

5. Removal or Suspension of a Child

The Principal may at his/her absolute discretion require to remove or may suspend or expel your child from the school if he/she considers that the child's attendance, progress or behaviour is unsatisfactory in any way and in the opinion of the Principal the removal is in the School's best interests or those of the child or other children.

The Principal may at his/her absolute discretion require you to remove, or may suspend or expel your child, if the behaviour of the parent or parents is unreasonable and in the opinion of the Principal affects, or is likely to affect, adversely the child's or other children's progress at the School.

Should the Principal exercise his/her right under clause 5 above, you shall not be entitled to any refund or remission of fees or extras paid or due. The application fee will be forfeited but fees in lieu of notice will not be charged.

In the event of an expulsion parents may, within 14 days of notice of the expulsion being sent to the parents, appeal in writing to the Chair of the School Board requesting a review of the decision to suspend or expel.

6. School Rules and Discipline

It is a condition of remaining at the school that your child complies with the school rules and customs as amended from time to time. In particular you undertake to ensure that your child attends the school punctually and regularly throughout each term and that your child confirms with such rules of appearance, dress and behaviour as shall be issued by the school from time to time.

If there is reasonable grounds for suspecting that your child has been using illegal drugs the Head may require him of her to submit to testing for drugs in accordance with procedures approved by a medical practitioner.

7. The School's Care and Education of your Child

Physical contact

You consent to your child receiving such physical contact as may be lawful, appropriate and proper for teaching and to provide comfort in distress or to maintain good order.

Urgent Medical Care

If your child requires urgent medical attention while at school all reasonable efforts will be made to obtain your prior consent. However, should we be unable to contact you, we shall be authorised to make the decision on your behalf should consent be required for urgent treatment (including anaesthetic or operation) recommended by a doctor.

Health problems

It is a condition of your child joining the school that you complete and submit the Child Health Information Form in respect of your child. You undertake to inform the school of any health or medical condition or allergy that your child has, or subsequently develops, whether long-term or short-term, including any infections.

Court Orders

The Principal must be notified in writing immediately of any court order in relation to your child. A parent may be excluded from School premises if the Principal considers such exclusion to be in the best interests of a child, or the School.

Absence

The Principal must be informed in writing or by telephone of the reason for any absence from school by your child. Please note the school's prior consent is required for absence during term time.

Exeats

We do not accept responsibility for the welfare of your child outside the school premises unless taking part in a school activity. The school does not accept responsibility for a child waiting at school before or after the stated session times which commence at 08:50 and conclude at 15:10. A childcare facility is available for supervision outside these times. The School reserves the right to place unsupervised children in the childcare facility for which a charge will be made.

Complaints and Bullying

If you have cause for concern as to a matter of safety, care, discipline or the progress of your child you must inform school without delay. School cannot be held responsible for failing to address a situation of which it is not aware.

Curriculum

It is our policy to educate each child through a broad and balanced curriculum. Although our prospectus describes the broad principles on which the school is presently run, and is believed to be correct at the time of publication, it does not form part of the agreement between us. We reserve the right to make changes to any aspects of the school, including the curriculum if we feel that it is necessary or right to do so. We will give parents a term's notice of significant changes in policy likely to materially affect the school community.

Progress Reports and Special Educational Needs

We shall monitor your child's progress at school and hold meetings and produce regular written reports. We shall advise you if we have any concern about your child's progress but we do not undertake to diagnose dyslexia or other specific learning difficulties. A formal assessment can be arranged either by you or the school at your expense. We are prepared to support any advice given as far as reasonably possible, but you may be asked to withdraw your child without a charge in lieu of notice, if in the opinion of the Principal, the school cannot provide adequately for your child's special educational needs.

8. General

Insurances

You must make your own insurance arrangements if you require cover for your child's property whilst at school.

Confidentiality and References

You consent to school supplying information and a reference in respect of your child to any educational institution which your child may attend in the future. We will take care to ensure that all information that is supplied relating to your child is accurate and any opinion on his or her ability, aptitude for certain courses and character is fair but, school cannot be liable for any loss your child is alleged to suffer resulting from a reference or report given by us.

You agree to inform us of any application made by or on behalf of your child to another school or educational establishment.

Copyright and Patent

We shall recognise any intellectual property rights vested in your child. You agree to allow us to use photographs of your child for internal and external publicity and marketing purposes unless this permission is withdrawn by written notification to the school.

Change of Address

You undertake to notify the school immediately of any change of address or phone number.

Interpretation

Headings and sub-headings in these terms and conditions are for ease of understanding only and do not form part of these terms and conditions.

Proper Law and Forum

Any dispute relating to your child's stay in this school is governed by Norwegian Law. The contract between you and the school (of which these terms and conditions form part) is governed by Norwegian Law. You agree to submit to the exclusive jurisdiction of Stavanger Tingrett.

Variations

These terms and conditions may be varied from time to time. The school will undertake to give notice in writing of these variations.

Stavanger, April, 2016.