



**Agernhaven 2K, Ballerup, 2750, Denmark**  
**admission@vikingschool.dk**

This contract is between Viking International School currently located at Agernhaven 2K, Ballerup, 2750 (Hereby referred to as the School or VIS) and (Father's Name \_\_\_\_\_ / Mother's Name \_\_\_\_\_) Hereby referred to as 'Parents'.

**PLEASE USE CAPITAL LETTERS TO COMPLETE THE FORM**

<b>Child's Information</b>		
First name	Middle Name	Last Name
Date of Birth	Gender	Nationality
CPR Number	First language	Additional Language

<b>Mother / Guardian Information</b>		
First name	Middle Name	Last Name
Address In Denmark	Kommune (Municipality)	Email Address
CPR Number	Nationality	Telephone

<b>Father/ Guardian Information</b>		
First name	Middle Name	Last Name
Address In Denmark	Kommune (Municipality)	Email Address
CPR Number	Nationality	Telephone

**Does your child require any special support to succeed in school/ or has undergone any educational psychological evaluation?**

**Supporting documents to be attached along with this form**

1. Proof of short term stay: the school needs a document which shows that your stay in Denmark is for a short period. You can provide **any of the following documents**:
  - A residence permit issued on the basis of your employment.
  - In case of EU citizens, we will require EU registration document (EU Bevis) which you receive when you register your arrival with the authorities.
  - An employment contract with an end date.
  - Any document which shows that parents have been living outside Denmark due to employment or they might have to travel outside Denmark due to work in future.
2. Copy of passport and residence permit (Non EU Citizen) of the child
3. Copy of passport and residence permit (Non EU Citizen) of the parents/legal guardians

**Terms and Conditions:**

Parents agree to adhere to the School Policies which may be updated from time to time. The current set of policies will be available in [www.vikingschool.dk](http://www.vikingschool.dk) before the start of the school session in August 2020. For the sake of clarity, some of the key policies are included below:

**Admission:** Admission is granted only after receiving completed admission forms, including this contract and full payment of a deposit of 8500 DKK to secure admission. In case payment is not received along with the completed admission form, place at VIS cannot be guaranteed. This deposit of 8500 DKK will be refunded when the child leaves VIS and all withdrawal conditions have been met, and all the fees have been settled. If the child does not join VIS for the specific academic session after securing admission, the deposit is not refunded.

**1. Admission Policies**

- Parents agree to the Grade Placement as decided by the School.
- VIS reserves the right to reverse admission process or dis-enroll a student if:
  - the student's best interests and needs cannot be met effectively by the School's program and services
  - the student's behavior is deemed to jeopardize the welfare of the school community
  - school fees are not paid in accordance with terms and conditions of VIS
  - at any point it comes to school's notice that documentation provided are not authentic, or that a family has withheld vital information related to education from the school.

## 2. Withdrawal Policies

- For any reason if you decide to leave VIS, then parent must notify the school by submitting the withdrawal form three months prior to the student's last day at the school.
- The 3 months notice period is only valid after the start of academic session i.e. August 2020.
- School fees will be due during the demission period. School fees will be charged based on the date when the withdrawal form is submitted. If submitted by the 15<sup>th</sup> day of the month, school fees will be charged for that month and two and half subsequent months. If submitted on the 16<sup>th</sup> day of the month or later, school fees will be charged for the month notice was given and three subsequent months. If necessary, the school deposit will be kept and used to cover some of the three months payment.
- Before students depart, they will be required to ensure that all materials borrowed from the school are returned to the school, or the family will be billed for missing/damaged items and their replacement cost. If necessary, the school deposit will be held to recover the cost.
- If everything is paid off as per terms, then parents will get the deposit refunded within 15 days of the departure date.

## 3. Additional Support policies

Families may be asked to pay for additional support for their child if at any time VIS learning support team decides that additional external support is necessary to offer the proper assistance and facilities needed by the student.

## 4. Payment Policies

By enrolling your child in VIS, Parents/Guardians agree to comply with the following payment policies:

- Parents need to sign up for Direct Debit. The Direct Debit forms will be sent prior to the school start as part of the starter pack.
- Payments must be made by the fifth of the month or in advance.
- Please note that if the fee is paid by your employer then it is made clear here that the responsibility for contractual payments lies with the parent. VIS will not be responsible for contacting your employer in order to rectify payment issues.
- If a monthly invoice is not paid by the date due, VIS will send out the 1st reminder with the reminder fee of 100 DKK. The debt must be paid within the next 7 days.
- If the amount due is not received by the due date as stated in the 1st reminder, a 2nd reminder will be sent 8 days after the first reminder with another reminder fee of 100 dkk.
- Should the amount due as stated in the 2nd reminder not be paid on time, the family will get the 3rd and last reminder. If it will be ignored your case will be sent to INKASSO and the child(ren) won't be able to attend the school until payment is fully received.
- School fees will be revised once a calendar year (in August, starting from August 2021) as per estimated increase in infrastructure and other costs.
- New families must provide the school with their child's Danish CPR or CDR number and registered address (as stated on the yellow Health Insurance Card, "Sundhedskort") **latest before September 1<sup>st</sup> of the year of starting the school**. The school fee for a student enrolled at VIS without a CPR number is higher, because the school does not receive a state subsidy for child without CPR number.

## 5. Opening Hours:

These are the opening hours from 12<sup>th</sup> August 2020.

Monday – Friday :

School Hours: 08.15 AM – 02:00 PM

Before-School care : 07:15 AM – 08:15 AM (subject to sufficient demand)

After-School care : 02:00 PM – 05:00 PM

Saturday & Sunday: Closed

Parents are requested to drop their child latest by 8.15am (if not enrolled in Before-School care). Arriving late is disruptive to the class and can be stressful for the child entering the class. You need to pick up your child by end of School Hours (if not registered for After School care) or by end of After School care hours (if registered for After School care)

Late pickup not only distresses the child, it also will prevent staff leaving on time. Late pickups will be strictly monitored, and parents will be charged at DKK 200 for every 30 min (or part thereof).

## **6. School Holidays**

We will follow the Danish National holiday calendar. In addition to the Danish National holidays, the school holidays will be updated in [www.vikingschool.dk](http://www.vikingschool.dk) for every academic year and communicated to parents.

## **7. Location**

The School is currently located at Agernhaven 2K, Ballerup, 2750, Denmark. This is a temporary location and we will move into larger premises in the future. Sufficient notice will be provided to all parents prior to change in location.

## **8. Transportation**

VIS will not provide any bus facility or other transport to/from school premises.

## **9. Sickness**

Should your child become unwell at the school, the Parent(s) will be called and asked to collect them. If your child is feeling unwell, please keep them at home. This benefits your child and other children. A sick child will be more comfortable at home than at school. If the child develops any contagious diseases (e.g. chicken pox, measles or any other contagious diseases), the child must be kept at home until the child presents no risk to himself/ herself and others.

Absence due to sickness/ unplanned absence: If your child is staying home due to illness or some other reason, then please inform the school by 8.30 am.

## **10. Food**

The school will not provide any lunch or catering services initially. If this changes, parents will be informed accordingly. Parents need to provide Lunch and a snack. We follow a no-sugar policy at VIS and cooperation from parents to maintain the no sugar policy will be highly appreciated. Please don't give any chocolates or sugar-rich food to your child to carry to school and please do not offer such sugar-rich food to any other child within the school premises.

Light afternoon snacks will be provided for children registering for After School care.

11. School starter pack (will be sent to enrolled parents before school starts in August) will have more practical information for parents.

**12. Pictures and videos:**

We take pictures and videos of our activities at VIS for internal purposes, parent communication and for our website/ social media pages for showcasing and/or promotional purposes. Children and/or parents are not tagged in any of the videos or pictures.

☐ (Please tick)      I have read and I agree with the terms and conditions

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Signature of Parent

Parent's name: \_\_\_\_\_

Parent's relation with the child: \_\_\_\_\_

Date: \_\_\_\_\_