



American International School General Terms and Conditions

Introduction

These general terms and conditions shall apply to the enrolment at American International School (“AIS”).

The education at AIS is carried out under the supervision of the Swedish School Inspection and is performed in accordance with the standards set out in the Swedish Education Act (Sw. *Skollag (2010:800)*).

Acceptance

- Acceptance of a student at AIS is made at AIS’ sole discretion after having carefully reviewed all documentation required. Such documentation shall consist of, but not be limited to, a correctly filled out application form including all documents therein requested.
- Provisional acceptance at AIS is effectuated by the issuance of a letter of provisional acceptance to the applicant. In order for a student to be fully accepted, financial conditions for acceptance have to be met.

Special needs

- Acceptance of students with special needs is made on a case by case basis.
- AIS offers students with special needs extra assistance of up to four hours per week. If a student requires further assistance in order to follow the AIS curriculum, costs for such extra assistance shall be paid by the student’s parent(s)/guardian(s).

Entrance guidelines

- Placement of students into appropriate grade levels is firstly made using the age guidelines found at AIS’ website.
- Previous experience at a particular grade level at another accredited school is considered on a case-by-case basis. It should be noted that grade levels at AIS do not necessarily correspond to those of other schools or national education systems.
- Notwithstanding the above, the final grade placement of a student is made at the discretion of AIS, irrespective of the grade level for which application is made.
- To be considered for admission at AIS, a student must have an international connection. The requirements are: if (i) the student is resident in Sweden for a limited time only, (ii) the student has been going to school abroad for a longer period of time and wish to finish the education in Sweden, (iii) there are reasons to believe that the student will leave Sweden for a longer period of time, or (iv) the student speaks the language of the school daily with one or both caretakers and has sufficient language skills to participate in the education.

Government subsidies

- AIS is entitled to subsidies from Swedish municipalities for each student that fulfills certain prerequisites. All children of compulsory school age (according to Swedish law: grades 1-9) are entitled to subsidies during the years of basic compulsory education.
- For grades 10-12, all students registered with the Swedish taxation authorities as resident in Sweden are eligible for subsidies. Due to recent Swedish School Law amendments (4§ förordningen, SFS 2015:806), municipalities will no longer provide financial subsidy for non-EU/EEA / Swiss students with diplomatic status. Therefore, students with diplomatic status planning to enroll in grades 10-12 will be liable to pay additional fees. Please contact the AIS Admissions Office for further information.

- AIS is responsible for the application for the subsidy. In order for AIS to submit a proper application, students are required to provide their personal identification number and registered address to AIS as soon as possible. Applications for subsidies might be made during the term for students arriving at AIS after the term has commenced, but in order to increase the probability of receiving the subsidy, complete information should be provided as soon as possible. No application will be made until complete information is received.
- AIS does not guarantee that a subsidy will be granted and cannot be held responsible for subsidies in any way. See PAYMENT TERMS regarding payment in the event that no subsidy is granted. AIS is not responsible for the registration of students with the Swedish authorities. Such responsibility rests solely with the parent(s)/guardian(s) of the student.

Fees

AIS reserves the right to adjust the fees set out below (the “Fees”), at any time.

- Application Fee

The application fee is a one-time fee to be paid at the time of application (“**Application Fee**”).

Application Fee IS SEK 1,500 per child. This is non-refundable even if student is not accepted at AIS.

- Enrolment Fee

The enrolment fee is a one-time fee of SEK 35,000 per child to be paid when the child has been provisionally accepted at AIS (“**Enrolment Fee**”). The enrolment fee is intended for the upkeep of the buildings and grounds of AIS. This is non-refundable and payable in full even if a student only attends for part of the school year. There is no refund if a student leaves before the school year ends.

- Annual Tuition Fee

The annual tuition fee is an annual fee calculated based on (i) the relevant grade and (ii) receipt of any subsidies, where students for which no subsidy is granted will be obliged to pay an additional fee equivalent to the subsidy that should normally have been received. The current *net* Annual Tuition Fees are found at AIS’ website www.aissweden.se

The Annual Tuition Fee for children attending pre-school, pre-kindergarten and kindergarten are also found at our website. No government subsidies are granted for these attendances.

Payment

- Payment of the Application Fee (SEK 1,500) must be made before the application of a student can be considered. Upon provisional acceptance at AIS, an invoice for all fees will be issued by AIS. Payment shall be made by the date* stated in the invoice.
- The Annual Tuition Fee is payable yearly and in advance, and is, for each school year, payable in two equal installments against invoices issued by AIS. Payment shall be made by the date* stated in the invoice.
- Students enrolling at AIS for the second term of a school year are only required to pay 50 % of the Annual Tuition Fee.

* Payment time stated on the invoice can be 5 or 30 days, depending on the date of provisional acceptance.

- Non-payment of Fees in accordance with the above will result in the termination of this agreement.

Withdrawal procedure and refund policy

- If applying online, the application may be cancelled and withdrawn pursuant to the Distance Selling Act at any time prior to 14 days after the application was made (“Change of Mind Period”), by notice to AIS within the Change of Mind Period. Upon receipt of such notice within the Change of Mind Period, AIS will refund the Application Fee.
- In cases other than the 14 days rule the Application Fee is not refundable, even in the event the student is not accepted at AIS.
- The Enrolment Fee is not refundable.

- Students are enrolled for the complete term and AIS will not reduce or refund any part of the Annual Tuition Fee for a term or any other Fee, due to delayed entry, absence or withdrawal.

Refund policy

- Tuition Fee is non-refundable and payable in full even if a student only attends for part of the school year. There is no refund if a student leaves before the school year ends.

Re-Enrolment

- A late withdrawal fee will be charged if you fail to notify AIS during the Re-Enrolment period that you will be leaving.
- The Re-Enrolment period will take place between specific dates during the month of March each year.
- If you notify AIS after this date in March and before the next school year starts in August you will be charged the Late Withdrawal Fee of 25% of the Annual Tuition Fee.
- There is no refund of Fees for instructional days lost due to reasons beyond AIS's control.

Confidentiality and handling of personal data

- Information supplied on the application form and other personal data collected in connection with the application and enrolment with AIS will be stored digitally by AIS. Such information will only be used by AIS for administrative purposes, for management of the enrolment and for fulfillment of legal obligations. All employees of AIS have a duty of confidentiality with regard to this information.
- Medical information about the students may also be stored digitally by AIS for healthcare purposes. This information will only be available to Health Service staff who are bound by an extended duty of confidentiality.
- The parent(s)/guardian(s) and the student(s) hereby consent that all school related photos of their child(ren)/themselves can be used for school publications and at AIS' website. Such consent may be withdrawn at any time by contacting the Communications Office.
- Please contact AIS admissions at admissions@aissweden.se if any of the above mentioned data needs to be corrected or changed.
- Personal data kept by AIS can be obtained by the student or family at any time.
- Personal data can be transferred to a third party in cases where financial subsidies may apply. These third parties are CSN and different municipalities.

Code of conduct

The parties undertake to, at all times, comply with the code of conduct and values of AIS. AIS has the right to take appropriate actions at its discretion, and in case of students, disciplinary actions in accordance with what is set out in the Swedish Education Act if:

- A student has carried out a criminal or otherwise disorderly act or upon presumption of a criminal or otherwise disorderly act by a student or parent that endangers the order or discipline of AIS,
- A student has acted in a way that is contrary to AIS values and AIS Fair and Equal Treatment (FET) plan www.aissweden.se

Term and termination

- These general terms and conditions shall apply to the entire time period during which the student is enrolled at AIS and for as long as any Fees are outstanding.
- This agreement can be terminated by AIS if any of the information provided during the application process or enrolment is found incorrect or incomplete.

Governing law

These general terms and conditions shall be governed by the laws of Sweden.