



## Payment Terms and Conditions 2026-2027

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By enrolling a student at Prins Henrik School, parents hereby agree to the payment terms and conditions.

The following payment terms and conditions shall apply to the 2026 – 2027 school year, after which a new version will be approved by the school board.

Prins Henrik School operates according to the laws governing Danish free schools and private primary and lower secondary schools. General operating support is provided by both the Danish and the French government and school fees are paid by the parents. All fees are shown in Danish kroner.

### LFPH - Tuition and fees

All amounts are shown in Danish kroner (DKK) and are per child.

	Unit
Registration application fee	750
Enrollment fee (applicable from February 1 <sup>st</sup> 2026)	4950
Deposit *	2500

Tuition fees, applicable from August 1 <sup>st</sup> 2026	Monthly (11 months)	Annually
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#### Subsidized fees \*:

Students having a CPR number before the 5th of September of the school year

Maternelle – TPS, PS, MS the fee includes daycare / SFO	3.266,36	35.930
Maternelle GS the fee includes daycare / SFO	4.127,27	45.400
Elémentaire (CP to CM2 / from first to fifth grade)	2.877,27	31.650
Collège (6ème to 3ème / from six to ninth grade)	3.318,18	36.500
Seconde	3.465,45	38.120
Première (2g.) and Terminale (3g.) DFB (Danish-French baccalauréat)	3.465,45	38.120
Première (2g.) / Terminale (3g.) not DFB (Danish-French baccalauréat)	4.515,45	49.670

#### Non subsidized fees :

The fees listed below are without subsidies and are for students without a CPR number registered before the 5th of September or in the case where a student enrolls after the start of the school year.

Elémentaire (CP à CM2)	7.938,18	87.320
Collège (6ème à 3ème)	8.379,09	92.170
Seconde	8.547,27	94.020

Daycare and after-school programs	Monthly (11 months)	Annually
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Daycare / SFO – élémentaire 1st to 5th grade	1.470,00	16.170
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Daycare / SFO/ Klub – per day, when school is in session or  
per day during school breaks 275 / day

Kompas – junior Klub – collège (6th and 7th grade) 735,00 8.085

Options***	Monthly	Annually
Ex: English elective PARLE (5ème to 3ème / seventh to ninth grade)	price will follow at a later stage	
English Certificate IELTS (2nde – Terminale)* Invoice for 5 months	500	2.500

Examination Fees*	Unit
9th grade exam ("Brevet")	430
French final exam (in Première / 2g.)	1700
French final qualifying exam (in Terminale / 3.g)	1700

Fee for the use of text books*	Annually
Collège	494
Lycée	1050

CANTEEN MEAL PLANS*	Monthly (10 months)	Annually
For the entire school year	790,00	7.900
Monthly subscription	51 / repas dans le mois	
Canteen tickets (10 meals)	570	
Meal for external persons at the school	100 / repas	

Other	Unit
Fee per invoice when paying manually and not through PBS (Danish direct debit)	110
Damage to or non-return of books (CDI/BCD/School books – amount per book)	200
Delays: child enrolled in SFO, KLUB or garderie (per child and per half-hour)	100
Additional, lost or damaged access cards	50

\* tuition fees reduced for 3 or more children enrolled at the school.

\*\*\* other elective courses are available and the list and prices will be communicated at a later stage.

## 1. Enrollment Fees

Enrollment fees include: registration fee, enrollment fee and deposit.

a. Registration fee

A **registration fee per child** is due upon registration on our website. To be paid online, see enrollment on homepage.

This amount is not deducted from the school fees and is not refunded, regardless of whether the school can confirm your child's enrollment or not.

b. Enrollment fee

The **enrollment fee** is a fee paid by all new students at Prins Henrik School or by students needing to re-enroll, because they left the school for a period and their information was therefore deleted.

The fee **must be paid within 10 days** of receipt of the enrollment confirmation email. Payment of the fee validates the enrollment. The enrollment fee is not refunded, even if a student decides to not attend the school or if the family decides to postpone the start date. The amount is the same, regardless of whether the student enrolls at the start or in the middle of the school year.

Any request to delay arrival at the school that requires a new application will result in a new billing of enrollment fees.

c. Deposit

In addition to the enrollment fee, there is also a **deposit per child**.

The deposit covers all classroom materials and textbooks, along with any eventual outstanding debts in connection with school fees, the canteen, or other fees (school camps, after school programs, etc.) The deposit counts for the entire duration of the student's schooling and is returned minus any debts incurred for books, materials, etc., when the student is no longer enrolled.

A receipt from the school libraries (CDI and BCD) and the accounting department is required for this reimbursement.

## 2. Tuition fees and other school fees

Prins Henrik School is a fee-paying private school. The rate of the tuition is reapproved annually by the board for the upcoming school year. The rates are fixed for each new school year and cannot be changed during the school year.

a. Tuition

The monthly rate of tuition fees depends on a student's level. Tuition fees are paid monthly eleven months out of the school year, except in July.

In the event where a student starts sometime before October 1<sup>st</sup>, the tuition must be covered for both August and September. After this date, the first month's tuition fees are calculated on a pro rata basis according to the number of school days from the student's arrival date. Tuition fees for subsequent months are due in full.

b. Classroom Materials and Textbooks

School fees cover the costs associated with textbooks and other classroom materials (other than the individual contents of a student's pencil case, planners, notebooks) from 1<sup>st</sup> to 5<sup>th</sup> grade (élémentaire). Starting in the sixth grade, Prins Henrik School charges a fee for the use of textbooks.

Students must return their textbooks and material by the deadline. Any textbooks or material returned in poor condition will be charged (see table of tuition fees, other). If the unreturned or overdue material belongs to an external partner (for example the public library), any eventual fines will be sent to the school from the external partner and the school will bill the parents.

c. The school Library and CDI (centre de documentation)

The School Library and CDI offers students a range of titles. Books that are never returned after the due date will be fined (see table of tuition fees, other). Please note, **fines cannot be voided**, even if the books eventually turn up.

d. Exams

A student's exam fees are added to the invoice for their school fees for the month of May. Exam fees are non-refundable.

e. Field Trips / Camps

Expenses for eventual field trips will be added to the school fees in accordance with the amount and payment method originally agreed upon by the parents.

If a student cancels, any costs not covered by the school can be refunded, although not more than 50% of the original budget approved by the family.

Parents who are unable to afford field trips or camps can apply for financial aid for grades 1 – 5 (élémentaire) by contacting the student's home teacher. Students in secondaire should send an email to [fondsaideprojets@gmail.com](mailto:fondsaideprojets@gmail.com) (making sure to cc the teacher responsible for the trip).

f. Key cards

When a student starts at the school, **his or her family will only be issued 2 (two) key cards free of charge, in addition to 1 (one) key card per child at the 5<sup>th</sup> grade and up**. Families can purchase extra key cards on the website and pick them up at the administration.

If returned to the school, key cards can be exchanged free of charge, if they don't work. Additional cards are charged at the above rate.

### 3. Canteen

The canteen is an optional service offered to all students and staff. Registration for the canteen is made at the time of enrollment, or any time during the school year using the form available on our website.

There are three different meal plan options for students who would like to eat at the canteen for lunch:

- a. Meal plan options
  - Annual plan

The service is payable over 10 months, starting in September, in addition to the tuition fees.

In the case of a subscription started during the year, the first month's invoice is calculated on a pro rata basis according to the number of canteen days from the student's date of arrival. Subsequent monthly payments are due in full.

Cancellations can be made at any time and require a full month's advance notice (the current month + 1 month) via the form available on our website.

Re-enrollment for the annual plan between two school years is automatic. Cancellation between school years must be made before May 31st (see the LFPH website).

- Monthly plan

Enrolling on a monthly basis requires ongoing participation from the parents. **Every month** you will need to resubmit the form on our website.

The price correlating to the requested month is billed together with the school fees. **Any period started must be covered in full.**

**Please note: there is no automatic-renewal for the monthly plan**, which means a new form must be resubmitted each month, in order for your child's meal plan to continue.

- Canteen tickets :

Booklets are available with **10 canteen tickets** from the accounting office (see opening times on the website). The school only accepts cash or MobilePay.

- b. Other information

For yearly and monthly meal plans, any periods where the student is absent (especially in connection to field trips, camps, or sick days) do not warrant a partial refund for any missed canteen meals. School closures, which are imposed on the school, particularly in relation to the recent health crisis, are also not reasonable grounds for a refund. It is up to the board to decide whether a full or partial refund of a meal plan will be granted for periods of closure.

## 4. After school programs

### a. Daycare and SFO

Before and after school programs daycare and SFO are offered to all students from maternelle to 5th grade, when school is in session, as well as most holiday periods.

The before and after school program for Maternelle students (SFO Maternelle) is included in the school fees. The after-school program is optional for students in élémentaire (SFO and Klub) and in collège (Kompas).

### b. Administrative formalities

**Enrollment in after-school programs is continuous for students in élémentaire, including students going from GS to CP (1<sup>st</sup> grade) and from CM2 (5<sup>th</sup> grade) to 6<sup>th</sup> grade.** Parents are responsible for officially withdrawing their children before the deadline (May 31<sup>st</sup> at the latest for the upcoming school year), if they do not wish to use the scheme the following year.

The cost of the before and after school programs are added to the school fees (over a period of 11 months) and extends throughout the school year and during school breaks. If the student arrives before October 1<sup>st</sup>, the months of August and September are due in full. After this date, the invoicing for the first month is calculated in proportion to the number of extracurricular days from the date of the student's arrival. The following monthly payments are due in full.

In élémentaire, students who are not registered for the after-school programs can have occasional access. The families concerned will be billed for the number of days the child attends.

### c. Penalty for late pick ups

As students are not authorized to leave the school alone, picking up children after the official closing time of the after-school program, will result in a **penalty fee for each individual child per 30-minute increment** (see table of school fees, other).

### d. Cancellation

All cancellations must be notified one month in advance, counting from **the first day of the month following the withdrawal notice** (the current month + one month) (see the school website menu item Enrollment, sub-item: Cancellations)

Payment for day care and after school programs is required throughout the termination period, regardless of whether the child is present or not. All withdrawals are definitive for the school year.

Periods where the student is not present (especially due to field trips, camps, or illness), do not warrant a full or partial refund of costs related to day care or after school programs. School closures, which are imposed on the school, particularly in relation to a health crisis, are not reasonable grounds for a refund

of the periods in question. Only the Board may, if necessary, decide on a partial or total refund for the days of closure.

e. Taking care of students who are not registered for after-school programs

Children who are not registered for after-school programs must be picked up when school ends. **If parents are more than 15 minutes late**, the SFO will look after the children and include them in the daily program. In these cases, parents will be charged for a day.

## 5. Re-enrollment and Withdrawal

a. Re-enrollment for the following school year

Students **are no longer automatically re-enrolled in the next school year**. Automatic re-enrollment will happen, though, for canteen meal plans and after-school programs, as long as the pupil has been signed up for the following school year by his/ her parent(s).

The school's enrollment policy stipulates that continuing students do not pay an enrollment fee for each new year. Students are only charged for re-enrollment if they are returning to the school after having terminated their previous enrollment (see section: Enrollment Fee).

b. Withdrawal / leaving the School

If a student **terminates their enrollment in the middle of the school year**, the student must notify **one month in advance of departure counting from the first day of the month after the withdrawal notice (the current month plus one month ahead)**. School fees must be covered throughout the withdrawal period, regardless of whether the child is present or not.

If a student **terminates their enrollment at the end of the school year**, the student must notify the school **by May 31<sup>st</sup> of the current school year** at the latest. If the form is received after the deadline, the family will be sent an invoice for the school fees for the **first month of the following school year at the rate applicable to the student's next grade level**. Official documents required in connection with a student's departure, along with the deposit, are issued after payment of all amounts owed. The terms and conditions for unsubscribing are available on our website.

## 6. School Fee Waiver Terms and Conditions

a. Fee Reduction – Large families

The school offers a 10% discount on school fees for families with three or more children enrolled and the discount applies to all the children.

In addition, from the third child and thereafter, the deposit is reduced to 1000 DKK per child.

Deposits will be refunded in the order of the smallest to largest deposit amounts in the event that one or more children leave.

b. Students with a free place subsidies

There are three types of school fees subsidies families can apply for depending on their financial situation: subsidy from the French state, a free place subsidy from the Danish state, and the Prins Henrik School subsidy.

In all cases, **the school fees must be paid in full until the official confirmation of a subsidy and the amount allotted**. Once a subsidy is confirmed, the amount is allotted and distributed according to the month remaining within that school year, which still require payment.

We encourage parents to check out the school's website (menu item: Enrollment / Financial Support) for more information about the financial support available.

## 7. Payment Terms and Conditions

a. Payment Deadlines

The invoiced school fees have to be paid in advance on the first day of the month in question.

b. Payment Methods

**Payment by direct debit (PBS) is mandatory and is automatized and all billing is viewable on Skolengo.**

If payment is made by another method than PBS, a handling fee is issued. For every request for non-monthly payments (invoicing per trimester, semester, or annually), the payer is charged **an additional handling fee per manually issued invoice**, per student.

Payment of tuition fees can be made through a secure parent portal (accessible through the following link <https://lfph.family-administration.skolengo.net> using a credit or debit card.

Manually issued invoices or payments received from abroad, must provide the invoice number, the debtor reference code listed on the invoice, along with surname of the debtor on the transfer. Any eventual bank charges are the responsibility of the payer.

In order to give families time to set up direct debit (PBS) payments, the first two invoices are issued without administration fees. PBS payments must be registered by you with your bank in Denmark.

Please note, all invoices received via email before registering for PBS must be paid manually. These payments are not automatic since automatic payments require that you are registered with PBS.

The School's bank details are as follows:

Account: 9385-1110527930

IBAN: DK5493851110527930

SWIFT-BIC: SPNODK22

c. Separate invoicing

We ask that parents who request separate invoicing to send an email to [comptabilite@lfph.dk](mailto:comptabilite@lfph.dk). It is necessary that both parents, in the case of joint custody, complete and sign the application before it is returned to [comptabilite@lfph.dk](mailto:comptabilite@lfph.dk).

Unless there is a legal decision stating otherwise, parents of the same child are jointly and separately liable to the school.

d. Third Party Payment of School Fees

Families whose school fees are borne by a third party (a business, grandparents, organization, embassy, etc.) must request a "third party payments" form from the accounting office at: [comptabilite@lfph.dk](mailto:comptabilite@lfph.dk), complete it, have it signed by the third party, and return it by email to [comptabilite@lfph.dk](mailto:comptabilite@lfph.dk).

e. Payments Problems

If a family is temporarily experiencing financial difficulties and cannot pay, they will need to contact the school's accounting office in order to enter a payment arrangement. If an agreement is reached, the late fee can be waived.

**Non-payment is treated as a breach of contract and can lead to a student's dismissal.**

In the event of non-payment, the school's administration has the right to deny a student access to extracurricular activities (especially school trips and camps, if there is no payment). Consequently, the student may also be dismissed from the SFO or day care.

After **two or more months of non-payment of school fees**, with the approval of the board, the school's administration reserves the right to dismiss a child from the school, both during the middle of the school year as well as at the end. When a dismissal has been decided in the middle of the school year, it can be enforced at the start of any upcoming school break.

A student cannot re-enroll for the following school year **until all outstanding payments for the previous school year have been paid in full**.

For families who have left the school, any outstanding payments will be handed over to a **collection agency or the Danish Debt Collection Agency**, if there is no payment upon notification.

Unless there is a legal basis for not proceeding, both parents of a child will be held equally responsible for paying the amounts owed to the school.

## 8. Other rules

### a. Nonattendance

In the event that a student is absent, the absence does not give the right to a reduction in school fees regardless of the duration.

### b. Force majeure

School fees are fixed each year and even if classes are interrupted completely or for a period due to force majeure (strike, lockout, natural disasters, epidemics, teacher absence), the fees will not be refunded, neither in full or partially for instruction not received.

### c. Dismissal on Disciplinary Grounds

If a student is dismissed on disciplinary grounds, their school fees must be covered in full until the last day of the month in which the dismissal was confirmed, regardless of whether the student is still present or not.

### d. Language and jurisdiction

This document is also available in French and Danish, but in the case of any discrepancy between the English, French, and Danish version, the Danish version shall always prevail.

The following payment terms and conditions adhere to Danish law and in the event of a dispute, the court of the school district shall decide the case.

Approved by the school board at Prins Henrik School on January 22, 2025.

Gösta Schwarck  
President of the Board