



Arrears policy at Waldorf International School Copenhagen

Procedure for Arrears:

Tuition fees and after-school program payments are due on the 1st of each month, 12 months a year, and are collected via direct debit (PBS).

Arrears must not occur. If payment difficulties arise, the school administration must be contacted immediately to arrange a payment agreement.

If payment has not been received by the 10th of the month (when the payment is due on the 1st), a first reminder will be sent with a payment deadline of 8 days.

If payment is still not made, a second reminder will be sent on the 20th of the month, including a fee of DKK 100.00 and a payment deadline of 8 days.

If payment has still not been received after the second reminder, the school will contact the responsible debtor to inform them that this is the third and final reminder. If payment is not made within 8 days of the third reminder, the student will be immediately withdrawn from the school.

If payment is not received by the deadline after the third reminder, the student will be withdrawn from the school, and the collaboration between the school and the family will end immediately.

Any deposit will only be refunded after deducting all outstanding debts to the school, such as unpaid tuition fees, after-school program payments, or other obligations (e.g., unreturned school property).

- *Approved by the board in June 2023*