

Invoice Information Form for School Fees (employer or third party)

1. STUDENT & PARENT/GUARDIAN INFORMATION	One form required for <u>each</u> student
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Student family name	Student first name	
Grade at H.I.S.	First day of school at H.I.S. (D-M-Y)	
Parent 1 family name	First name	☐ Father ☐ Mother
Parent 2 family name	First name	☐ Father ☐ Mother

Parents are responsible for the payment of all school fees but may arrange to have payments made on their behalf. If a third party will pay for the school fees, the invoice information form needs to be completed and send to admissions@hischool.de.

2. EMPLOYER/THIRD PARTY INVOICE ADDRESS	To be completed <u>only by employer or third party paying school fees</u> on behalf of parents.
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We agree to making school fee payments to H.I.S. as follows (mark applicable boxes and complete invoice information below):

- ☐ The total amount of school fees according to the H.I.S. Statement of Fees, including Technology Fee (Grade 8-12), IB DP Pamoja Online Course fees (Grade 11 & 12), IB DP Examination Fees (Grade 12)
- ☐ Additional fees: school lunches, After School Care, After School Activities, additional extended field trips
- ☐ School fees only to the maximum total amount of € _____

Name of person authorising payment ☐ Mr ☐ Mrs _____

Phone _____ Email address for invoices _____

Company name _____ Street _____

City _____ Postal Code _____ Country _____

Additional information:
(if required on invoice – File ID etc.)

3. SIGNATURES	To be signed by persons making school payments
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Company stamp and employer or third party authorisation signature _____

Date _____