

Invoice Information for School Fees 2018-2019

Section 1 STUDENT & PARENT/GUARDIAN INFORMATION	One form required for each student.
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Student family name	First name
Anticipated grade at H.I.S.	Anticipated first day of school (D-M-Y)
<input type="checkbox"/> Father <input type="checkbox"/> Mother Family name	First name
<input type="checkbox"/> Father <input type="checkbox"/> Mother Family name	First name

Parents/Guardians are responsible for the payment of all school fees but may arrange to have payments made on their behalf.

School fees will be paid by (mark applicable box/es):

parents/guardians - complete Sections 2 and 4
 employer - complete Sections 3 and 4
 third party - complete Sections 3 and 4

Section 2 PARENT/GUARDIAN INVOICE ADDRESS	To be completed only by parents who are paying school fees privately. All school fees will be invoiced as they apply to the student above.
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Street		
Postal code	City	Country
Email address for invoices	Phone	

Section 3 EMPLOYER/THIRD PARTY INVOICE ADDRESS	To be completed only by employer or third party paying school fees on behalf of parents. All information as well as authorising stamp and signature are required.
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We agree to make payment of the Administration Fee required with the application. We understand that payment of this fee does not constitute an offer of enrolment from H.I.S. If enrolment or re-enrolment is offered to and accepted by the parent, we agree to making school fee payments to H.I.S. as follows (mark applicable box/es and complete invoice information below):

- the total amount of school fees according to the H.I.S. Statement of Fees, including, if applicable, the Technology Fee, Grades 11 or 12 IB DP Pamoja online course fees and/or Grade 12 IB DP examination fees.
- additional fees: school lunches, After School Activities, local field trips or additional extended field trips, graphic calculator or non-standard art fees.
- school fees only to the maximum total amount of €_____.

Name of person authorising payment

Mr Mrs

Phone _____ Email address for invoices _____

Company Name _____

Street _____

Postal code _____ City _____ Country _____

Additional information if required on invoice _____

Section 4 SIGNATURES	To be signed by persons making school payments: parents OR the employer authorising the payment OR a third party authorising the payment.
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Parent 1 _____ Parent 2 _____ Date _____

OR

Company Stamp and Employer or third party authorisation signature _____ Date _____