



**INTERNATIONAL
SCHOOL HAARLEM**

SCHOOL FEE AGREEMENT 2023-2024

INTERNATIONAL SCHOOL HAARLEM SECONDARY DEPARTMENT

Dear Parents/Carers,

The International School Haarlem is officially recognised by the Dutch Ministry of Education, which contributes funds to the school. School fees are set annually, in accordance with Dutch International Primary and Secondary School Guidelines.

Tuition fees are needed to fulfil the educational duties of the International School Haarlem.

They are used for keeping class sizes small; hiring staff internationally; the provision of a modern, caring and supportive learning environment; membership of international organisations and accreditation services.

To process your application, a once only non-refundable Registration Fee of € 200,- per student will be charged for new students. Once you have been accepted into the International School Haarlem in addition to the tuition fees (see school fee structure at the end of this document) you will also be charged a deposit of € 500, per student with your first invoice for fees. This deposit is refundable upon withdrawal if all school fees have been paid in full to date, when the correct notice of withdrawal has been given and if all school items are returned in good condition.

The Dutch government states that the compensation paid to schools in The Netherlands is sufficient for an adequate level of facilities. Therefore, a law is enforced which restricts regulations concerning school fees/sponsor contributions and the ways to collect them. All schools are bound by these regulations. Consequently, we request you fill in and sign the School Fee Agreement.

By signing the accompanying agreement, you confirm to proceed with payments and accept the terms and conditions stated in the attached regulations. We kindly request you to fill in and sign the attached agreement and return it in to our school administration department together with the admission forms. Admission will only be possible if this form is signed and submitted through our online admissions system Open Apply.

Kind regards,

Mrs Mirjam van den Berg

Head of School Admissions, Business and Compliance

Mrs Hannah Mansbridge

Head of School Education



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SCHOOL FEE REGULATIONS

Article 1 - General

By signing the School Fee Agreement, the signatory (parent/guardian) undertakes to pay annual school fees for their child(ren) registered at the International School Haarlem. Parents may apply to their employer with a request to bear the amount due. The school fee contribution will be agreed on by the school council once a year.

The international school Haarlem is a partially subsidised Dutch International School. Legally the school shares the license of the ECL school in Haarlem and therefore the school receives subsidies from the Dutch government. As the subsidies received from the Dutch government for the school only cover part of the costs needed to run the international department, the school charges a school fee. This helps to ensure a high quality of international education by providing, for instance, small group sizes, second language teaching support, special needs support, and more tailored learning.

Article 2 - Terms

This agreement is entered for the duration of one school year to commence on 1st August, up to and including 31st July of the year thereafter. If registering a student during a school year, the school fee as mentioned in article 7 will be applicable for the rest of the school year.

Article 3 – Payment Obligation and documentation

The agreement shall enter force after signing, as mentioned in Article 1. Payment obligation is applicable in so far as the signatory as mentioned in Article 1 has, by entering this agreement, declared his/her wish to lay claim to the facilities provided for herein. Because of legal obligations, the school fees in The Netherlands have a voluntary character; however, by signing the school fee agreement you acknowledge there is an obligation to pay so the school can provide quality international education by providing, for instance, small group size, second language teaching, special needs support, and more tailored learning. You also acknowledge that failure to pay school tuition fees may result in your child being placed in a non-fee paying mainstream Dutch school and/or referral to a debt collector.

Additional documents requested through Open Apply are required to support all application requests. For students with any type of educational or behavioural difficulties, parents will need to provide complete documentation of their child's academic history, psychological/educational evaluations, and details of extra academic/specialist support they have had or are currently receiving. Parents will also grant permission for the school to contact previous schools or professionals involved with the child to provide details relevant to the child's education and wellbeing. Once the application information is complete the Admissions Team will evaluate the application and decide if the school can accommodate the student. If our school cannot meet the academic, social/emotional or physical needs of your child we will work in cooperation with 'Samenwerkingsverband Passend Onderwijs' to recommend a transfer to an establishment that we believe can better accommodate the student's needs. Failure to disclose information to the school relating to a child's existing learning or behavioural difficulties may jeopardise your child's placement. Please refer to our admission policy through our website for further details.



Article 4 - Refunding and /or Requesting a Later Start Date

Admission to our school is with the expectation that your child starts on the date requested on the application form and completes the school year. Delaying a start date later than originally requested through the pre-application form will not automatically qualify for a reduction to the fees paid. If fees have not been paid by the requested due date and we have a waitlist for the year group it is possible that your child will be moved to the waitlist for the newly requested start date.

If a child is withdrawn from the register before starting school year we require 90 days notification from the original start date specified to refund the full tuition fees and deposit. Failure to provide 90 days' written notice will result in no refund of tuition fees. A refund is not permitted for students transferring to another school within 50km during the school year. 90 days written notice is also required when withdrawing your child at the end of the school year and/or during the Summer holidays. Please advise us in writing through Open Apply as soon as known.

If your child is withdrawn during the school year between August and March, 60 days' notice before the last day of school should be given in writing and a school withdraw form needs to be requested through your Open Apply account. If 60 days' notice is provided see the following for details of applicable refunds.

Should your family relocate **during** the school year between August and March and if you have settled of all school fees, and the notice period of 60 or 90 days days has been given by completing and submitting a student withdrawal form through Open Apply the refund given will be as follows:

Leaving in:	Refund amount of annual tuition and field trip fees
September - October – November	50%
December- January	40%
February - March	20%
April – May – June - July	0 %

Additional Conditions for Return of €500 Deposit

Deposits are refundable when students are withdrawn according to article 4 of the School Fee Agreement. If all school fees have been paid in full to date, when the correct notice of withdrawal has been given and if all school items are returned in good condition. If you are leaving the Netherlands, you must provide proof that the student is no longer a resident of the Netherlands. This proof is called a 'Bewijs van Uitschrijving' and is available from your local Gemeentehuis/City Hall. Alternatively, if you are unable to provide a Bewijs van Uitschrijving, we require a letter from the student's next school (on school letterhead) indicating that they are enrolled. All school property must be returned in good condition. The cost to replace any school items not returned or returned damaged will be deducted from the deposit held. Refer to the school guide for further details. There are no refunds for exams or non-graduation.

Furthermore, it is the responsibility of the parent/guardian to fill in the official student withdrawal form, and to provide adequate and correct bank details. If these details are not provided, no refund will be forthcoming. Forms to withdraw your child(ren) can be requested through Open Apply and through the re-enrolment questionnaire sent out in April. Please note, if you are due a refund as outlined by the school fee agreement it can take up to 10 working weeks after your child has left our school for funds to be credited to your bank account. Any international transfer charges for refunds will be applied to the recipient.



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Article 5 - Accountability

A financial report is reviewed yearly by the School board.

Article 6– Payments

School fees must be paid in advance to guarantee school places and /or continuation of education at ISH.

There are two options:

1. payment in full
2. payment in instalments with 2 receipt statements (when enrolled before 1st October)

Your choice must be indicated on the 'Method of Payment' form.

A signed School Fee Agreement Form is necessary for the admission process. Admission and re-enrolment requests will only be processed when we also have a signed School Fee Agreement which confirms you understand there is an obligation to pay school fees.

Failure to pay will result in your child being moved to the waiting list and placement at the ISH is no longer guaranteed. Your child is not permitted to start school until the invoice for school fees have been paid.

Failure to continue to pay fees when in school may result in legal proceedings against the debtor. Certificates, transcripts etc. from the school will be withheld and participation in lessons will no longer be possible until debts are cleared. Continued non-payment of fees will result in the debt being placed in the hands of an official debt collector and all costs charged will be at the parent/guardian expense. Failure to pay fees from the previous academic year will result in an automatic refusal of a school place for subsequent years.



Article 7 - Secondary School 2023-2024 Tuition Fee Structure per Year Group

School tuition and field trip fees vary depending on the year group. Please find three different fee tables following;

Year Groups	Enlisting in		MYP1-MYP4 Tuition Payment in full	Field trip Fee for MYP1 – MYP4	(Deposit applied to new students 1 st invoice)	Admin fee (only applicable if paying in 2 instalments or requesting a company invoice)
MYP1-MYP4	August, September	100%	€6.240,00	€310,00	€500,00	€25
MYP1-MYP4	October	100%	€6.240,00	€310,00	€500,00	€25
MYP1-MYP4	November	90%	€5.616,00	€310,00	€500,00	€25
MYP1-MYP4	December	80%	€4.992,00	€310,00	€500,00	€25
MYP1-MYP4	January	70%	€4.368,00	€210,00	€500,00	€25
MYP1-MYP4	February	60%	€3.744,00	€210,00	€500,00	€25
MYP1-MYP4	March	50%	€3.120,00	€210,00	€500,00	€25
MYP1-MYP4	April	40%	€2.496,00	€210,00	€500,00	€25
MYP1-MYP4	May	30%	€1.872,00	€210,00	€500,00	€25
MYP1-MYP4	June, July	20%	€1.248,00	€110,00	€500,00	€25

In addition for MYP1-MYP4 students:

- The field trip fee is used to pay for educational field trips and covers transportation, entrance fees and in some cases may include accomodation. Information regarding field trips will be communicated throughout the academic school year
- New students in our Secondary department require their own laptop. Please note this laptop can be rented from The Rent Company or can be a MacBook with specific requirements (this varies depending on the student's year group). Please do not purchase a laptop until you have read these requirements. Information about the devices will be shared by the IT Team End May at the latest and/or can be found on our website.
- Company invoices cost €25 per invoice

*Refer to article 4 for deposit details.



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Yeargroup	Enlisting in		MYP5 Tuition Payment in full	MYP5 Field Trip Fee	MYP5 E-Assessments fees	Deposit (applied to new students 1 st invoice)	Admin Fee per student (applicable if paying in 2 instalments or requesting a company invoice)
MYP5	August, September	100%	€6.240,00	€525,00	€368,00	€500,00	€25
MYP5	October	100%	€6.240,00	€525,00	€368,00	€500,00	€25
MYP5	November	90%	€5.616,00	€525,00	€368,00	€500,00	€25
MYP5	December	80%	€4.992,00	€525,00	€368,00	€500,00	€25
MYP5	January	70%	€4.368,00	€355,00	€368,00	€500,00	€25
MYP5	February	60%	€3.744,00	€355,00	€368,00	€500,00	€25
MYP5	March	50%	€3.120,00	€355,00	€368,00	€500,00	€25
MYP5	April	40%	€2.496,00	€355,00	€368,00	€500,00	€25
MYP5	May	30%	€1.872,00	€355,00	€368,00	€500,00	€25
MYP5	June, July	20%	€1.248,00	€195,00	€0,00	€500,00	€25

In addition for MYP5 students:

- The Field Trip fee is used to pay for educational field trips and covers transportation, entrance fees and in some cases may include accommodation. Information regarding field trips will be communicated throughout the academic school year
- New students in our Secondary department require their own laptop. Please note this laptop can be rented from The Rent Company or can be a MacBook with specific requirements (this varies depending on the student's year group). Please do not purchase a laptop until you have read these requirements. Information about the devices will be shared by the IT Team in Mid-May at the latest and/or can be found on our website.
- Company invoices cost €25 per invoice

*Refer to article 4 for deposit details.



DP1 Students

Yeargroup	Enlisting in		DP1 Tuition Payment in full	DP1 Field Trip Fee	DP Exam fees	**Deposit (for new students only)	Admin Fee (applicable if paying in two instalments or requesting a company invoice)
DP1	August, September	100%	€6.240,00	€525,00	€435,00	€500,00	€25

In addition for DP1 students:

- The last admission date possible for new DP1 students is 30 September 2023
- The Field Trip fee is used to pay for educational field trips and covers transportation, entrance fees and in some cases may include accommodation. Information regarding field trips will be communicated throughout the academic school year
- New students in our Secondary department require their own laptop. Please note this laptop can be rented from The Rent Company or can be a MacBook with specific requirements (this varies depending on the student's year group). Please do not purchase a laptop until you have read these requirements. Information about the devices will be shared by the IT Team by end-May at the latest and/or can be found on our website.
- Company invoices are €25 per invoice

*Refer to article 4 for deposit details.



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DP2 Students

Yeargroup	Returning ISH students only		DP2 Tuition Payment in full	DP2 Graduation Costs	DP Exam fees	Admin Fee (applicable per child if paying in two instalments or requesting a company invoice)
DP2	August, September	100%	€6.240,00	€150,00	€760,00	€25

In addition for DP2 students;

- We do not accept new applications for transfer students in DP2
- If any returning students require a new laptop please do not purchase or rent one until you have read the requirements in the Information about devices which will be shared by our ISH IT Team, by end May at the latest.
- Company invoices are €25 per invoice

*Refer to article 4 for deposit details



Article 8 - School Fee Reductions and Payment Structure

School tuition fees are reduced for families with three or more children attending our school at the same time. The School fee discount for the third and youngest child is 30%. For families with 4 children attending our school at the same time a reduction of 40% will be applied to the fourth and youngest child's invoice.

New and returning students starting directly after the summer holidays will receive an invoice for the school fees to be paid before June 1st or directly after confirming admission when registering after June 1st. Invoices need to be paid within 14 days to guarantee school places. Students starting during the school year will receive an invoice to be paid 2 months before the start date or sooner depending on the date of the application. See article 9 if you require an invoice to be made out to a 3rd party.

Payment Structure for New Students starting in August/September:

- Full payment of the invoice within 14 days from the date of invoice OR:
- In two instalments:-
50% of the tuition fees plus a €25 admin cost and €500 deposit per child to be paid within 14 days from the date of invoice
The remaining 50% of the tuition fees to be paid by 31st of October

Payment Structure for New Students starting in October or later:

- Full payment of the invoice (including the deposit of €500) within 14 days of the invoice date

Payment Structure for Existing Students returning for the start of the School Year:

- Full payment of the invoice by no later than 1st of June 2023 OR:
- In two instalments:
50% of the tuition fees (plus €25 admin fee) by 1st of June 2023
Remaining 50% (no admin fee for the 2nd invoice) by 31st October 2023



Article – 9 Payment Options

Please select one of the following payment options for your invoice and refer to article 7 for applicable charges:

- A. I will pay in full within 14 days of receiving an invoice by 1st of June 2023
- B. I will pay in full within 14 days of receiving an invoice at least by 2 months prior to the starting date (applicable to new students starting during the school year)
- C. (C is only possible if enrolled before 1st October of the school year). I will pay in 2 instalments with the first instalment due by 1st of June and the 2nd instalment due by 31st October 2023

- D. I require my child's full invoice to be made out to a 3rd party with the below payee details;

Company contact name and role: _____

Company contact e-mail address: _____

Company name: _____

Company address: _____

Please note that even if the fee is paid by a 3rd party we still require parents/guardians to complete, sign and submit the School Fee Agreement online.

Article 10 - Bank Details

Payment can only be made by bank transfer to the below account. Invoices will be assigned to your Open Apply account. You can download a receipt for each payment made through your Open Apply account within 10 working days.

Bank:	Rabobank
IBAN:	NL64 RABO 0316 370 223
BIC:	RABONL2U
Address of our bank if requested:	Dreef 40, 2012HS Haarlem
Please add as a reference:	The invoice number and surname of your child
Account Holder:	TWijs, International School Haarlem

When you make an international bank (wire) transfer you can choose who pays transfer charges. We require all international transfers to International School Haarlem to be made with the OUR instruction. The OUR instruction enables you to pay all transfer charges. If you have any questions please check with your bank.



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Article 11- School Fee Agreement

School fees detailed in this document are for the academic year 2023– 2024.

Each year in February/March the school board will confirm school fees for the following academic year. By signing this form you acknowledge and agree that the school fees may increase for the coming year by no more than 5% (with the exception of MYP5 e-assessment and DP assesment fees – see article 7 for details).

Signature

This is to declare that the undersigned, _____ (name of parent or guardian – please print), has taken notice of the 'School Fee Regulations', and accepts them to be part of this agreement. The undersigned agrees to the payment of the secondary school fee contribution regarding the admission/re-enrolment of the child below:

1. _____ (name of student)

By signing below, you are agreeing that you have read, and will abide by, our articles of agreement and that all information given in this form is true and correct. You also acknowledge and agree that the school tuition fees may increase for the coming year by no more than 5%.

This agreement shall be signed and submitted online through your Open Apply account. The school fee is payable on or before the date specified in the invoice.

Signature of Parent / Guardian _____ Signed in _____ (city) on _____ (date)

Our Contact Details

International School Haarlem

Phone: +31 232200001

E-mail: Please mail enquiries to us through your Open Apply account

Website: www.internationalschoolhaarlem.nl

International School Haarlem is a member of DIS, Dutch International (Primary and Secondary) Schools in the Netherlands: International primary and secondary, government subsidised schools in the Netherlands (www.dutchinternationalschools.nl).

