



**INTERNATIONAL
SCHOOL HAARLEM**

SCHOOL FEE AGREEMENT 2020-2021

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 tuition 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- Fuldner

Head of School – Business and Compliance

Mrs. Hannah Mansbridge

Head of School - Education



**INTERNATIONAL
SCHOOL HAARLEM**

SCHOOL FEE REGULATIONS

Article 1 - General

By signing the School Fee Agreement, the signatory (parent or guardian) undertakes to pay annual school fees for their child(ren) registered at the International School Haarlem. Parents/guardians 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 School Council (MR) has a vote regarding the level and use of the school fee contribution.

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

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.

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.



Article 4 - Accountability

A financial report is reviewed yearly by the School Council (MR).

Article 5 – 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 the 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 requests will only be handled when we also have a signed School Fee Agreement which means that 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 6 - 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. Requesting a start date later than originally requested through the pre-application form for your child requires 60 days advance notification in writing to qualify for an adjustment to tuition fees due.

If a child must be withdrawn before starting school 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.

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 from the administration team. If 60 days' notice is provided see the next page for details of applicable refunds.

90 days written notice is necessary when withdrawing your child at the end of the school year and/or during the summer holidays.

This means that the student withdrawal form must be handed in by mid-April at the latest.



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 has been given by completing and submitting a student withdrawal form the refund given is as follows:

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

*A refund is not permitted for students transferring to another school within 50km during the school year.

Additional Conditions for Return of Deposit (500 euro)

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.

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. 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 a refund to be credited to your bank account.

Article 7- School Fee Agreement

Please note that the school fees detailed under the following fee structure are for the school year 2020– 2021. Our school fees for 2021 – 2022 have not yet been decided by the school council.

Each year by the end of February the school council will meet to confirm school fees for the following year. By signing this form you acknowledge and agree that the school fee may increase for the coming year by no more than 5%.



Secondary School Fee Structure 2020-2021

Enlisting in		Tuition Payment in full (in euros)	*Field Trip Fee
August, September	100%	€ 5.940,00	300,00
October	100%	€ 5.940,00	300,00
November	90%	€ 5.346,00	300,00
December	80%	€ 4.752,00	300,00
January	70%	€ 4.158,00	200,00
February	60%	€ 3.564,00	200,00
March	50%	€ 2.970,00	200,00
April	40%	€ 2.376,00	200,00
May	30%	€ 1.782,00	200,00
June, July	20%	€ 1.188,00	100,00

In addition, new families will also be charged a one time *deposit of €500 per child, with the first invoice only. Furthermore, families opting to pay in 2 instalments or who require an invoice to be addressed to a 3rd party will be charged an additional €25 admin fee.

Students in MYP 1 will need a laptop device. In the academic school year 2019/2020 we asked parents to purchase these for their child(ren). We are currently reviewing this practice. It may be that MYP 1 families for the year 2020-2021 will be asked to buy the laptop from school to ensure consistency in devices. Students starting at ISH in the academic year 2020-2021 in MYP2 or higher will also receive more information about the required specifications for their device. We therefore ask you NOT to buy any laptop for your child before hearing from our IT team in June 2020.

*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.

* Deposits are refundable when students are withdrawn according to article 6 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.

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).



Article 8 - School Fee Reductions and Payment Structure

School fees are reduced for families with three or more children attending our school at the same time. The School fee reduction for a third child is 30% and the reduction for a fourth child is 40%. Students starting during the school year will receive an invoice to be paid 2 months before the start date. New students starting directly after the summer holidays will receive an invoice for the school fee before June 1st or directly after confirming admission when registering after June 1st. Invoices need to be paid within 14 days to guarantee school place(s).

***) 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 admin cost (25 euros) and deposit (500 euros) within 14 days from date of invoice
Remaining 50% of the tuition fees by the 31st of October

Payment Structure for New Students starting in October or later:

- Full payment of tuition fees and deposit (500 euros) within 14 days of invoice date

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

- Full payment of tuition fees by no later than 1st of June OR:
- In two instalments:-
50% of the tuition fees plus admin cost (25 euros) by the 1st of June
Remaining 50% of the tuition fees by the 31st of October

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 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 name of your child
Account Holder:	Salomo/ International School Haarlem

When you make an international bank (wire) transfer you can choose who pays any 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.



Payment Options

Students starting during the school year will receive an invoice to be paid 2 months before the start date. New students starting directly after the summer holidays will receive an invoice for the school fee 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 placement.

Please tick one of the following payment options: (new families will also need to pay a one of deposit of €500 per child).

- A. I will pay in full within 14 days of receiving an invoice by the 1st of June
- B. I will pay in full within 14 days of receiving an invoice at least by 2 months prior to the starting date. (for new students starting during the school year).

Option C is only possible if enrolled before 1st October of the school year.

- C. I will pay in instalments with the first instalment due by the 1st of June and the 2nd instalment due by the 31st October. An administration fee of 25 euro per school year is applicable.

In addition, if you require the invoice to be addressed to someone other than yourself please check the below box.

- I require my child's invoice to be made out to a 3rd party. (An admin fee of €25 will be applied to the invoice).

You can confirm the invoice details by e-mail through your Open Apply account. For returning students who previously requested company invoices please inform us through your Open Apply account if the details are to remain the same.

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 of the child below:

1. _____ (name of student)

If you have more than one child please fill in and submit a school fee agreement for each child through Open Apply.

Signature

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. The agreement shall be signed and returned to the administration office. The school fee is payable on or before the date specified in the invoice.

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

By signing this form you acknowledge and agree that the school fee may increase for the coming year by no more than 5%.

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**