



**INTERNATIONAL
SCHOOL HAARLEM**

SCHOOL FEE AGREEMENT 2026-2027

INTERNATIONAL SCHOOL HAARLEM PRIMARY DEPARTMENT

Dear Families,

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 the staff needed for an international school, the provision of a modern, caring, and supportive learning environment and membership of international organisations and accreditation services.

To process your application, a once only non-refundable pre-registration fee of €200 per applicant will be charged. Upon acceptance to International School Haarlem, you will also be required to pay a **€500 deposit per applicant** prior to the tuition fees invoice. This deposit is refundable in accordance with **Article 4** of this document.

All Dutch (international) schools are bound to regulations concerning school fees and sponsor contributions and the ways to collect them. 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 complete and submit the School Fee Agreement through our online admissions platform Open Apply. Admission will only be possible if this form is signed and submitted, and additional supporting documents and forms are completed and uploaded through Open Apply.

Kind regards,

Ms Mirjam van den Berg

Head of School – Admissions, Business and Compliance

Mrs Hannah Mansbridge

Head of School - Education



School Fee Regulations

Article 1 - General

By signing the School Fee Agreement, the signatory (parent) 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 but only the parents can sign this form. 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 Dreef 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 example, 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 1 August, up to and including 31 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

Additional documents requested through Open Apply are required to support all application requests. Payment obligation is applicable as 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. 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 academic school year.

A request to delay the start date beyond the date originally indicated on the application form does **not** automatically qualify for a reduction of any fees already paid or due. If the required fees are not paid by the specified deadline and there is a waitlist for the requested year group, your child may be placed on the waitlist corresponding to the newly requested start date.

If a child must be withdrawn from the register **before** their start date at the beginning of a new academic year, **written notice of at least 90 days from the original start date is required** to receive a full refund of tuition fees and the deposit paid. A withdraw form will be shared online upon request and must be completed with any required documents attached. Failure to provide the required 90 days' written notice will result in **no refund of tuition fees or deposit**.

A minimum **of 90 days' written notice** is also required when withdrawing a student from our school **before the start of the following academic year** to qualify for a refund of tuitions fees and deposit paid in advance.

Please note that a refund of tuition fees are **not** permitted for students transferring to another school located within 50km of International School Haarlem **during** the academic school year (August– July)

Should your child relocate/transfer to another school more than 50Km away from International School Haarlem **during** the school year between September and March a partial refund of fees as outlined below may apply. Please note in order to receive a partial refund:

- all school fees must be paid
- sufficient notice in writing of 60 days before the requested last day of school (as outlined through Article 4 of this document) has been given by completing and submitting a student withdrawal form
- borrowed school items need to be returned to school in good condition
- if a student is moving abroad a '**Bewijs van Uitschrijving**' must accompany the withdraw form
- If a student is transferring to another school in The Netherlands more than 50km away from International School Haarlem our Heads of School will communicate with the other Head of School from the new school regarding the transfer.

Please see below for details of applicable refunds and the info on page 4.

Leaving in	Percentage of annual tuition fee to receive back
September - October – November	50%
December- January	40%
February	30%
March	20%
April – May – June - July	0 %

Additional Conditions for Return of the €500 Deposit

Deposits are refundable when students are withdrawn according to article 4 of the School Fee Agreement.



If a student is leaving The Netherlands, you must provide proof that the child 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.**

School year books are non-refundable.

Furthermore, it is the responsibility of the parent/guardian to request and fill in the official student withdrawal form through Open Apply, and to provide correct bank details. If these details are not provided, no refund will be forthcoming. Please request the withdraw form to be uploaded to your Open Apply account or request a form to withdraw your child(ren) from the school Office. 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. Any international transfer charges for refunds will be applied to the recipient.

Article 5 - Accountability

A financial report is reviewed yearly by the board.

Article 6 – Payments

New applicants offered placement with a confirmed start date must pay the one-off deposit in advance and in full to hold the place until school tuition fees are due. Please refer to article 4 for details of deposit refunds.

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

There are two options for paying tuition fees:

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

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

A signed School Fee Agreement Form is necessary for the admission process and re-enrolment. 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 International School Haarlem is no longer guaranteed. Your child is not permitted to start school until the invoice for school fees have been paid. Failure 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 - Primary School Fee Structure 2026-2027

Year Group	2026-2027 academic year annual tuition fee when enlisting in the following month	*1	2026-2027 Primary Tuition fees due	Deposit Fee *2	Admin fee (applicable if paying in 2 instalments or requesting a company invoice)
Primary 1-7	August, September	100%	€ 5.525,00	€500,00	€25,00
Primary 1-7	October	100%	€ 5.525,00	€500,00	€25,00
Primary 1-7	November	90%	€ 4.975,00	€500,00	€25,00
Primary 1-7	December	80%	€ 4.424,00	€500,00	€25,00
Primary 1-7	January	70%	€ 3.874,00	€500,00	€25,00
Primary 1-7	February	60%	€ 3.323,00	€500,00	€25,00
Primary 1-7	March	50%	€ 2.773,00	€500,00	€25,00
Primary 1-7	April	40%	€ 2.222,00	€500,00	€25,00
Primary 1-7	May	30%	€ 1.672,00	€500,00	€25,00
Primary 1-7	June/July	20%	€ 1.121,00	€500,00	€25,00

*1 A Yearbook fee of €20 for the 2026–2027 school year is included in the tuition fees. Whilst tuition fees are discounted according to the month a child starts at our school there is discount eligible for the year book should a child join later in the academic year (or if a students leaves before the end of the academic year). Printed copies of the Yearbook will be distributed before the summer holidays. Families who wish to receive their copies abroad may leave a stamped, addressed envelope at our administration office.

***2: Deposit fees are invoiced for new applicants who have been offered a place at our school with a confirmed start date.** Please refer to article 4 for details of deposits and refunds move this to article and 4 and use the limited text.



Article 8 - School Fee Reductions and Payment Structure

New and returning students starting after the summer holidays will receive an invoice to be paid by 1 June 2026 or directly after confirming admission. Invoices need to be paid within 14 days to guarantee school places.

New applicants offered placement to starting during the school year will receive an invoice for the deposit to be paid within 14 days to guarantee placement and school tuition fee to be paid in advance to before the start date or sooner depending on the date requested and waitlists. See article 9 if you require an invoice to be addressed to your employer.

Returning students starting after the summer holidays will receive an invoice to be paid by 1st June or directly after confirming reenrolment. Invoices need to be paid within 14 days to guarantee school places.

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 €25 admin fee and €500 deposit per child) within 14 days from date of invoice
 - Remaining 50% of the tuition fees by 31 October 2026

Payment Structure for New Students starting in October or later:

- Full payment of tuition fees (and €500 deposit) due within 14 days of invoice date and before the 1st day of school

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

- Full payment of tuition fees by no later than 1 June 2026 OR:
- In two instalments: -
 - 50% of the tuition fees (plus €25 admin fee per child) by 1 Jun 2026
 - Remaining 50% of the tuition fees by 31 October 2026

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



Article 9 - Payment Options and Bank Details

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 select one of the following payment options:

- ☐ A. I will pay in full within 14 days of receiving an invoice by 1 June 2026
- ☐ B: (option B is only possible for new student starting after the school year has begun). I will pay in full within 14 days of receiving an invoice at the earliest - 2 months prior to the starting date
- ☐ C: (Option 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 June 2026 and the second instalment due by 31 October 2026
- ☐ D: I require my child's full invoice to be addressed to a third party with the below payee details and can confirm I have checked these details are up to date and correct with my employer.

Company invoices will be issued earlier to enable payment to be made within 4 weeks.

Please confirm the requested details below.

Payee and/or company name: _____

Payee and/or company address: _____

Payee and/or company e-mail address: _____

Any additional info required to be added to the invoice: _____

Note that even if payment is made by a 3rd party, we still require the parents or legal guardians to complete, sign and submit the school fee agreement online.



**INTERNATIONAL
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Article 10: Bank Details

Payment can only be made by bank transfer to the below account. You can download a receipt for each payment 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 name of your child
Account Holder:	Twijis / 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.

Article 11- School Fee Agreement

School fees detailed in this document are for the academic year 2026-2027. Each year in between March and May the school boards meet to discuss school fees for the following academic year. By signing this form, you acknowledge and agree that the primary school fees may increase for the following academic year by no more than 5%.



INTERNATIONAL SCHOOL HAARLEM

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 primary school fee contribution regarding the admission/re-enrolment of the child below:

_____ (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. 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 that primary school fees may increase in the next academic 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 on the invoice and before the 1st day of school.

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

Our Contact Details

International School Haarlem

Phone: +31 232200001

E-mail: Please e-mail any enquiries regarding the School Fee Agreement or invoices through your Open Apply account

Website: www.internationalschoolhaarlem.nl



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