



**INTERNATIONAL
SCHOOL HAARLEM**

SCHOOL FEE AGREEMENT 2026-2027

INTERNATIONAL SCHOOL HAARLEM SECONDARY 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; 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. 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 into our school administration department together with the admission forms. Admission will only be possible if this form is signed and submitted, and additional documents and forms supporting admission 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



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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 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

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 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 is **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 further info on page 4.

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 %



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Additional Conditions for Return of €500 Deposit

Deposits are refundable when students or applicants 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 a student is 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.

School year books are non-refundable.

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.

Article 5 - Accountability

A financial report is reviewed yearly by the school board.



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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 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. 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 2026-2027 Tuition Fee Structure per Year Group

School tuition and field trip fees vary depending on the Secondary year group and month starting in the 2026-2027 academic year.
Please find four different fee tables following;

Year Groups	When enlisting in the following month	*1	MYP1- MYP4 Tuition Fee	Field trip Fee MYP1- MYP4	Deposit applied to new student's 1 st invoice only	Admin fee (only applicable if paying in 2 instalments or requesting a company invoice)
MYP1- MYP4	August, September	100%	€6.900,00	€330,00	€500,00	€25
MYP1- MYP4	October	100%	€6.900,00	€330,00	€500,00	€25
MYP1- MYP4	November	90%	€6212,00	€330,00	€500,00	€25
MYP1- MYP4	December	80%	€5.524,00	€330,00	€500,00	€25
MYP1- MYP4	January	70%	€4.836,00	€330,00	€500,00	€25
MYP1- MYP4	February	60%	€4.148,00	€290,00	€500,00	€25
MYP1- MYP4	March	50%	€3.460,00	€290,00	€500,00	€25
MYP1- MYP4	April	40%	€2.772,00	€290,00	€500,00	€25
MYP1- MYP4	May	30%	€2.084,00	€290,00	€500,00	€25
MYP1- MYP4	June, July	20%	€1.396,00	€290,00	€500,00	€25

In addition, for MYP1-MYP4 students:

- The additional 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 a laptop from The Rent Company. 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

*1 A School Yearbook cost of € 20 is included in the fees and is not eligible for a discount if a child starts later in the academic year. Printed copies will be shared before the end of each academic year.

Stamp addressed envelopes can be left with the admin office for any families wishing to receive their copies abroad.



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Year group	Enlisting in month	*1	MYP5 Tuition Fee	MYP5 Field Trip Fee	MYP5 E-Assessments fees	Deposit	Additional Admin Fee per student (applicable if paying in 2 and for company invoices)
MYP5	August, September	100%	€6.900,00	€555,00	€415,00	€500,00	€25
MYP5	October	100%	€6.900,00	€555,00	€415,00	€500,00	€25

In addition, for MYP5 students:

- The Additional 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 a laptop from The Rent Company. 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

*1 A School Yearbook cost of € 20 is included in the fees and is not eligible for a discount if a child starts later in the academic year. Printed copies will be shared before the end of each academic year.
Stamp addressed envelopes can be left with the admin office for any families wishing to receive their copies abroad.

*Refer to article 4 for deposit details.



CP1 Students

Yeargroup		*1	CP1 Tuition Fee	CP1 Exam Fees for 2026-2027	Field Trip fee	Deposit *2	Admin Fee (applicable if paying in two instalments or requesting a company invoice)
CP1	August, September	100%	€6.980,00	€0,00	€555,00	€500,00	€25

In addition, for CP1 students;

- We cannot process or accept new applicants for CP1 requesting to start after 1 October 2026
- Any students who 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 have an additional €25 admin fee applied per invoice.

*1 A School Yearbook cost of € 20 is included in the fees. Printed copies will be shared before the end of each academic year. Stamp addressed envelopes can be left with the admin office for any families wishing to receive their copies abroad.

* 2 Refer to article 4 for deposit details



DP1 Students

Yeargroup			DP1 Tuition Payment	DP1 Field Trip Fee	DP Exam fees in 2026- 2027	Deposit added to new student's 1 st invoice only * 2	Admin Fee (applicable if paying in two instalments or requesting a company invoice)
	Enlisting in						
DP1	August, September	100%	€6.980,00	€555,00	€0,00	€500,00	€25

In addition, for DP1 students:

- The last admission date possible for new DP1 students is **30 September 2026**.
- The additional 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 a laptop from The Rent Company. 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 are €25 per invoice.

*1 A School Yearbook cost of € 20 is included in the fees. Printed copies will be shared before the end of each academic year. Stamp addressed envelopes can be left with the admin office for any families wishing to receive their copies abroad.

* 2 Refer to article 4 for deposit details



CP2 Students

Yeargroup		*1	CP2 Tuition Fee	CP2 Graduation Fee	CP2 Exam Fee	Admin Fee (applicable if paying in two instalments or requesting a company invoice)
CP2	August, September	100%	€6.980,00	€150,00	€590,00	€25

In addition, for CP2 students;

- 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.

*1 A School Yearbook cost of € 20 is included in the fees. Printed copies will be shared before the end of each academic year. Stamp addressed envelopes can be left with the admin office for any families wishing to receive their copies abroad.



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DP2 Students

Yeargroup	Returning ISH students only	*1	DP2 Tuition Fee	DP2 Graduation Fee	DP Exam Fee	Admin Fee (applicable if paying in two instalments or requesting a company invoice)
DP2	August, September	100%	€6.980,00	€150,00	€670,00	€25

In addition, for DP2 students;

- 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.

*1 A School Yearbook cost of € 20 is included in the fees. Printed copies will be shared before the end of each academic year. Stamp addressed envelopes can be left with the admin office for any families wishing to receive their copies abroad.



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Article 8 - School Fee Reductions and Payment Structure

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

New applicants offered placement to start at the beginning of or during the school year will receive an invoice for the deposit and tuition fees to be paid within 14 days to guarantee placement on the requested date and avoid being moved back to our waitlists where a start date may no longer be guaranteed. Depending on waitlists the invoices may be assigned well in advance of the requested start date. See article 9 if you require an invoice to be addressed to your employer.

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 31 October 2026

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 1 June 2026 OR:
- In two instalments:
50% of the tuition fees (plus €25 admin fee) by 1 June 2026
Remaining 50% (no admin fee for the 2nd invoice) 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 for the youngest child 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.



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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 1 June 2026
- ☐ 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 1 June and the 2nd 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 contact name and role: _____

Company contact e-mail address: _____

Company name: _____

Company address: _____

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

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:	TWijis, 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 2026-2027.

Each year in April/May the school board meet to discuss 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%

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:

Full Name of Child _____

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).

