



**INTERNATIONAL  
SCHOOL HAARLEM**

## **SCHOOL FEE AGREEMENT 2024-2025**

### **INTERNATIONAL SCHOOL HAARLEM PRIMARY DEPARTMENT**

Dear Parents/Guardians,

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 and membership of international organisations and accreditation services.

To process your application, a once only non-refundable pre-registration Fee of €200 per student will be charged. Once you have been accepted into the International School Haarlem in addition to the tuition fees (please see the 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 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



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## 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 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

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 Holland 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 school year. Delaying a start date later than originally requested through the pre-application form will not automatically qualify for a reduction to fees paid. If fees have not been paid by the 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 must be withdrawn from the register 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. A refund of tuition fees is not permitted for students transferring to another school within 50km during the school year. 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. Please advise us in writing through Open Apply.

If your child is withdrawn from the register between August and March, 60 days' notice before the last day of school should be given in writing. A school withdraw form needs to be requested from the administration team. If 60 days' notice is provided see 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 sufficient notice (as outlined through Article 6 of this document) has been given by completing and submitting a student withdrawal form the refund given is as follows:

Leaving in:	Percentage of annual tuition fee to receive back
September - October – November	50%
December- January	40%
February - 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 all school annual fees have been paid in full, when the correct withdrawal notification has been given and if all school items have been 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.

Furthermore, it is the responsibility of the parent/guardian to 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

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 of 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 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 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 2023-2024

Year Group	Enlisting in		Payment in full	*Deposit (applied to the 1 <sup>st</sup> invoice of new students only)	Admin fee (applicable if paying in 2 instalments or requesting a company invoice)
Primary 1-7	August, September	100%	€ 5.180,00	€500,00	€25,00
Primary 1-7	October	100%	€ 5.180,00	€500,00	€25,00
Primary 1-7	November	90%	€ 4.662,00	€500,00	€25,00
Primary 1-7	December	80%	€ 4.144,00	€500,00	€25,00
Primary 1-7	January	70%	€ 3.626,00	€500,00	€25,00
Primary 1-7	February	60%	€ 3.108,00	€500,00	€25,00
Primary 1-7	March	50%	€ 2.590,00	€500,00	€25,00
Primary 1-7	April	40%	€ 2.072,00	€500,00	€25,00
Primary 1-7	May	30%	€ 1.554,00	€500,00	€25,00
Primary 1-7	June, July	20%	€ 1.036,00	€500,00	€25,00

\*Refer to article 4 for details of deposit and refunds



## 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 discount for the third and youngest child is 30%. For families with 4 children attending our school at the same time the discount is applied to the 4<sup>th</sup> and youngest child's invoice only.

New and returning students starting after the summer holidays will receive an invoice to be paid by 1<sup>st</sup> June or directly after confirming admission. Invoices need to be paid within 14 days to guarantee school places. New students starting during the school year will receive an invoice for the school fee and deposit to be paid 2 months before the start date or sooner depending on the date requested. 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 €25 admin fee and €500 deposit per child) within 14 days from date of invoice
  - Remaining 50% of the tuition fees by 31<sup>st</sup> October 2023

### 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 1<sup>st</sup> day of school

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

- Full payment of tuition fees by no later than 1<sup>st</sup> June OR:
- In two instalments: -
  - 50% of the tuition fees (plus €25 admin fee per child) by 1<sup>st</sup> June 2024
  - Remaining 50% of the tuition fees by 31<sup>st</sup> October 2024



## 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 1<sup>st</sup> or directly after confirming admission when registering after June 1<sup>st</sup>. 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<sup>st</sup> June 2024
- 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 1<sup>st</sup> October of the school year) I will pay in 2 instalments with the first instalment due by 1st June and the second instalment due by 31st October 2024.
- D: I require my child's full invoice to be addressed to a 3<sup>rd</sup> party with the below payee details.

Company invoices will be issued earlier to enable payment to be made within 4 weeks – by the same due date of 1st June 2024). Please confirm the requested details below.

Payee and/or company name: \_\_\_\_\_

Payee and/or company address: \_\_\_\_\_

Payee and/or company e-mail address: \_\_\_\_\_

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

## Article 10: Bank Details





# INTERNATIONAL SCHOOL HAARLEM

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:** Twijs / 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 the document are for the academic year 2024-2025. Each year in February/March the school boards meet to confirm school fees for the following academic year. By signing this form, you acknowledge and agree that the primary school fee may increase for the following academic 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 primary school fee contribution regarding the admission/re-enrolment 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. 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 1<sup>st</sup> day of school.

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



# INTERNATIONAL SCHOOL HAARLEM

## Our Contact Details

<b>International School Haarlem</b>	Phone:	+31 232200001
	E-mail:	Please e-mail any enquiries regarding the School Fee Agreement or invoices through your Open Apply account
	Website:	<a href="http://www.internationalschoolhaarlem.nl">www.internationalschoolhaarlem.nl</a>

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](http://www.dutchinternationalschools.nl)).

