



**The International School
of The Hague**

SECONDARY SCHOOL STANDARD TERMS AND CONDITIONS for STUDENTS starting school after 1 August 2009

When completing your application form to apply for a place at the school, you are required to sign thereby confirming that you have read, understood and agreed with these Standard Terms and Conditions. Please take time to read all the clauses in this document, as it represents the legal contract between you and the School.

ADMISSION TO THE SCHOOL

Students will be considered for admission to the School upon receipt by the Admissions Officer of a signed application form accompanied by payment of the **non-refundable registration fee of €300** into the admissions account: (*this account is only to be used for paying the registration fee*).

REGISTRATION FEE ACCOUNT

Name of Bank: ING Bank
 School Account: 65.01.05.214
 Make Payable to: Stichting Rijnlands Lyceum Wassenaar inz ISH
 Notice: IBAN NL 14 INGB 0650105214 BIC INGBNL2A
 All payments should clearly display the name of the student concerned and the registration number

ENTRY TO THE SCHOOL

School fees must be paid in advance. See further section **PAYMENT** below. **The Debtor number should be shown on all payments into the School account to ensure identification.**

If, after a period of no less than six weeks in school, we feel we cannot meet the academic, social/emotional or physical needs of your child, we reserve the right to recommend a transfer to an establishment that we (the school) believe can better accommodate these needs, or ask that you do so. In this event all fees paid will be refunded

DEPOSIT FEE

The deposit fee is a ‘safety net’ that the school needs in order to prevent and deter non-payment. It is also used to deduct funds for any loss or damage caused by a student to school property. A deposit of **€1,000.00** must be paid into the School account. This deposit will be refunded when the student leaves the School, providing that all withdrawal paperwork has been completed, all school books, and resources returned, any outstanding debts cleared, and as long as due notice has been given. The deposit will be invoiced in the first invoice together with your school fees, other fees (as applicable).

This deposit fee does not need to be paid if a deposit has already been paid in Pre-Reception. See further section Withdrawal from the School below.

ANNUAL SCHOOL FEES

The International School of The Hague (ISH) is a partially-subsidised Dutch International School. Legally ISH Secondary is the international department of Rijnlands Lyceum Wassenaar, and ISH Primary is part of the international department of the Haagsche Schoolvereniging, though both are completely under the leadership and management of ISH and are classed as separate schools. ISH receives these subsidies from the Dutch government only by virtue of its licensing agreements with these two educational foundations, both of which run national public schools in addition to the international departments of ISH.

As the subsidies received from the Dutch government for ISH represent only a part of the costs needed to run the international departments, ISH charges school fees. The fees are payable in respect of education provided at The International School of The Hague as specified in the annual School Guide, and curriculum/year booklets.

In addition to the school fees you will find the following entries included in the annual invoice:

School Trips, Locker fee.

ANNUAL SCHOOL FEES FOR NEW STUDENTS	AMOUNT in EUROS
Years 7 / 8 / 9	6,200.00
Years 10 and 11	6,400.00
Years 12 and 13	7,150.00

SMALL GROUP POLICY

In case of groups with 5 or less students, the school will decide whether the group can be opened or not. The following additional school fees apply per school year and period given:

Per period/year	IBDP HL (5 periods)	IBDP SL (3 periods)
1 student	€10,000.00	€ 6,000.00
2 students	€ 5,000.00	€ 3,000.00
3 students	€ 3,333.50	€ 2,000.00
4 students	€ 2,500.00	€ 1,500.00
5 students	€ 2,000.00	€ 1,200.00

For example, in IB DP Standard level course is taught in three periods per week, a Higher level course five periods per week. Fees are due together with the basic school fees. In order to guarantee the course for all students enrolled, **they are not refundable during a year**, if a student drops the subject or leaves, in order to guarantee the course for all students enrolled.

Fees will be refunded proportionally when the number of participants reaches six or more.

A separate letter, which will need to be signed by the parents/guardians, will establish the actual individual costs involved.

EXAMINATION FEES

IBMYP CERTIFICATE

This fee is payable by students opting for the IB Middle Years Programme Certificate Records of Achievement in Year 11 and is charged at the current rate applied by the International Baccalaureate.

IBMYP Certificate **€175**

EXAMINATION FEES IBDP

These are payable by students sitting examinations for the IB Diploma Programme and charged at the current rates applied by the International Baccalaureate. The fees below are approximate and subject to change: IB Diploma **€775** for 6 subjects, including registration fees, exam fees, extended essay, TOK and administrative charges.

ADDITIONAL COSTS

Extra charges for some trips and activities are included, where possible, with the invoicing for school fees. Additional costs for compulsory curriculum trips are as separately listed, they will be invoiced together with all other costs in the annual invoice. Other non-compulsory trips may be arranged during the year, parents will be notified separately.

LOCKERS

All students are provided with a secure locker for storing books, private property, etc. The locker rental is 20 euros per year and will be charged as an additional item on the annual fee invoice. Each student receives the locker at the beginning of each school year and must return the card key at the end of the school year. If a student mislays a locker card key during the school year the student is liable for the replacement cost of the card (20 Euros).

COMPULSORY TRIPS AND APPROXIMATE COSTS

DESCRIPTION	AMOUNT in EUROS
Year 7 Water Project (MYP Interdisciplinary)	27.00
Museon Trip	15.00
Archeon Trip	30.00
Year 8 Zuiderzee Museum (MYP Interdisciplinary)	30.00
Openlucht Museum	30.00
Escher Museum	25.00
Year 9 Camp (MYP Interdisciplinary)	170.00
Tropen Museum	20.00
Year 10 Trip Belgium (MYP Interdisciplinary)	290.00
Delta works	50.00
Year 11 Trip Amsterdam	18.00
Geo Trip	15.00
Year 12 Science Group 4 trip	175.00
Geo field trip	135.00
Visual Arts Studio workshop	100.00
Bio HL Trip	45.00
Year 13 Bio HL Trip	45.00
Geo field Trip	135.00

The School Trips charge will not be refunded in full if a child leaves the school during the school term, (even if they have not been on the school trip). However, it will be calculated within the annual fee and refunded as a percentage depending on which month the child leaves school.

PAYMENTS

School fees must be paid in advance. Payment must be made in full (100%) by 1st July 2010, unless the instalment option has been chosen.

INSTALMENT PAYMENTS*

Payment by instalment is only possible by automatic debit and only for returning students from the School year 2009/10. The instalment option is: four instalments, payable by 18 June 2010, 30 November 2010, 31 January 2011 and 28 February 2011 respectively. Each instalment will represent 25% of the total amount plus €25 administration fee per student.

If you wish to pay in instalments, please download the ‘Application Method of Payment’ form from our website. This form should be filled in, signed and returned.

Instalments must be paid on time, otherwise the full amount will be invoiced and further instalment payments will not be possible.

PAYMENT

For payment of all existing students School fees, other costs and trips you must use the School Account

Name of Bank:	ING Bank		
School Account:	66.94.61.741		
Make Payable to:	Stichting Rijnlands Lyceum Wassenaar		
Notice:	IBAN NL 85 INGB 0669461741	BIC	INGBNL2A
	All payments should clearly display the name of the student concerned and the debtor number		

Failure to pay this fee at any time will result in legal proceedings being taken against the debtor. Certificates, transcripts and diplomas from ISH will be withheld if fees remain unpaid. Any non-payment of fees will be placed in the hands of an official debt collector and all costs charged to the parent/guardian. The student(s) concerned may then be referred by ISH to the national programme in the schools at either Rijnlands Lyceum Wassenaar or Haagsche Schoolvereniging, or other more convenient local schools. However admission to those schools is not automatic.

ADMISSION TO OR WITHDRAWAL FROM THE SCHOOL DURING THE SCHOOL YEAR STARTING SCHOOL

For new students entering the school during the year the fees will be charged according to the table below. Compulsory trips will not be invoiced if these trips have already taken place.

WITHDRAWAL FROM SCHOOL

Before a student is withdrawn from school a **minimum of 60 days notice** must be given in **writing** using the appropriate form provided by the school or please download the appropriate form*. Unless full notice is given in writing, fees will continue to be charged and the deposit will not be returned.

PART ANNUAL SCHOOL FEES

for those entering during the year

Part of the fee to be paid:	when starting in month:
Full amount	August
Full amount	September
90%	October
80%	November
70%	December
60%	January
50%	February
40%	March
30%	April
20%	May
10%	June
10%	July

WITHDRAWAL FROM SCHOOL

during the year

Part of the fee to be paid:	when leaving in month:
50%	August
50%	September
50%	October
50%	November
50%	December
60%	January
70%	February
80%	March
90%	April
100%	May
100%	June
100%	July

REGISTRATION* *“If we do not receive a withdrawal form by 23rd April 2010, we will automatically reserve a place for your child for the following academic year (2010-2011) and you will be invoiced accordingly.”*

CONFIDENTIAL INFORMATION

It is the School's practice to show photographs of School activities and events on its website and in other School publications. These may also be included in press releases and advertising. Should you wish your child NOT be featured in any such material you are requested to make a written request to be kept on your child's file to ensure compliance with your wishes. Parents accept that it is the School's legal duty to provide requested information to Government Ministries. This is usually age and nationality information only.

CORRESPONDENCE CONCERNING SCHOOL FEES

All correspondence, **quoting your School debtor number**, should be addressed to:

The International School of The Hague	Tel: (071) 573 0912
Attn: Finance ISH	E mail: fees@rijnlandslyceum-csb.nl
Stichting Het Rijnlands Lyceum	Web: www.ishthehague.nl
P.O. Box 486, 2240 AL Wassenaar	
The Netherlands	

*** For your convenience and that of your company all forms have been placed on our website www.ishthehague.nl under admissions procedures. Completed forms should be sent to the appropriate department.**



P.O. Box 486, 2240 AL Wassenaar, The Netherlands

The Rijnlands Lyceum Wassenaar and the International School of The Hague, together with two other secondary Schools, The Rijnlands Lyceum Oegstgeest and The Rijnlands Lyceum Sassenheim form the Foundation 'Het Rijnlands Lyceum'



DUTCH INTERNATIONAL SCHOOLS

The International School of The Hague is a member of DIS, Dutch International Schools in The Netherlands:

International primary and secondary, government-subsidised schools in The Netherlands