



**The International School
of The Hague**

***PRIMARY SCHOOL STANDARD TERMS AND CONDITIONS
for COMPANIES and ORGANISATIONS 2010-2011***

When completing your application form to apply for a place at the school, Please take time to read all the clauses in this document, as it represents the legal contract between you and the School agreed upon at the time of admission.

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 NL14 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 before a student may attend the School. 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). **if a deposit has already been paid in Pre-Reception this deposit fee does not need to be paid again. See further section Withdrawal from the School.**

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 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.

ANNUAL SCHOOL FEES FOR NEW STUDENTS (INCLUDING ALL RECEPTION STUDENTS) AND STUDENTS FROM SPONSORING COMPANIES	AMOUNT in EUROS
Primary (Reception through Primary 6)	5,100. 00

In addition to the school fees you will find the following entries included in the annual invoice: School Trips, Lunch Time Supervision and Deposit Fee.

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.

LUNCHTIME SUPERVISION FOR PRIMARY STUDENTS

An additional annual charge of €50.00 per student will be made to cover the cost of providing lunchtime supervision for children in Reception – Year 6.

COMPULSORY TRIPS AND APPROXIMATE COSTS

DESCRIPTION	AMOUNT in EUROS
Reception trips: Shopping, Zoo, Farm, Beach	25.00
Year 1 trips: Windmill trip, Flowers and Insects, Gemeente Tuin. Holidays, Beach	40.00
Year 2 trips: Clara Maria, Kinder Museum, Transport Trip to Delft	75.00
Year 3 trips: Burgers Zoo, Chocolate Making and Wrapper Factory, Escher Museum, Keukenhof	100.00
Year 4 trips: Haags Historish Museum, Naturalis Museum, Treasure, Health/Fitness, End of Year Trip, Videoconferencing	190.00
Year 5 trips: Space Expo, Gevangenpoort, Van Gogh Museum, Camp (Texel), Orchestra visit	275.00
Year 6 trips: Camp, Delta Works, Nemo (Science Museum)	350.00

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 1 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 for the School year 2009/10. The instalment option is:

In 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 a one off €25 administration fee per student

If you wish to pay in instalments, please download the appropriate form from our website (on the 'admissions procedure' page). This form should be filled in, signed and returned.

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 NL85 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 which can be provided by the school or downloaded from website ('admissions procedure' page)*. 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 statement 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
Attn: Finance ISH
Stichting Het Rijnlands Lyceum
P.O. Box 486, 2240 AL Wassenaar
The Netherlands

Tel: (071) 573 0912
Email: fees@rijnlandslyceum-csb.nl
Web: www.ishthehague.nl

*** 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'



The International School of The Hague Primary School operates under the license of and in partnership with the Haagsche Schoolvereniging



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