



**The International School
of The Hague**

PRIMARY 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, or re-registering for the next school year, 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 NL14 INGB 0650105214 BIC INGBNL2A
All payments should clearly display the name of the student concerned and the registration number	

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.

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.**

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).

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. 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, and curriculum/year booklets.

**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.**

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

RE-REGISTRATION*

Students who are continuing at the ISH must re-register for the following academic year 2010/2011 by **30 March 2010**. A form will be provided by the school. Only then can their place be guaranteed.

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	Email: fees@rijnlandslyceum-csb.nl
Stichting Het Rijnlands Lyceum	Web: www.ishth Hague.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.ishth Hague.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