



STANDARD TERMS AND CONDITIONS 2020-2021

Please take the time to read all the clauses in this document, and ensure you fully understand them, as it is a legally enforceable contract between you and the International School of The Hague.

ENTRY TO THE SCHOOL

The Pre-Early Years class is for children who reach the age of four (4) after 1 October 2020 and therefore are not eligible for entry into our Early Years class. Entry into the class takes place on or after the child's fourth birthday. At the end of the school year children in the Pre-Early Years class enter our Early Years class for the following school year. This transfer is automatic and places are guaranteed.

Please note that normal admissions criteria apply to all children entering the Pre-Early Years class.

Students qualify for places if they are:

- Children from other countries who are part of the mobile international community
- Children from Dutch families who have been internationally mobile, and will be internationally mobile in the future, so need to be educated in an international school to ensure continuity of education

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 € 325.00** into the registration account.

At ISH we welcome and try to accommodate students with learning and behavioural difficulties, in line with the school's capacity. If a personal educational assistant is deemed necessary by the school, the costs for the assistant will be paid by the parents/guardians. 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.

SCHOOL FEES

Fees in Pre-Early Years class are higher than the fees in Primary School.

The fees are higher because Pre-Early Years is not subsidised by the Dutch government.

Starting date	Amount
1 October 2020	€ 8.999
1 November 2020	€ 7.995
1 December 2020	€ 6.995
1 January 2021	€ 5.999
1 February 2021	€ 4.997
1 March 2021	€ 4.033
1 April 2021	€ 2.997
1 May 2021	€ 1.997
1 June 2021	€ 989

DEPOSIT FEE

The deposit fee is a 'safety net' that the school needs in order to 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 (per child) must be paid. This deposit is paid once and will be included in the first invoice.

Deposit fee will be refunded provided there is compliance with the following:

- All withdrawal paperwork has been completed.
- All outstanding invoices have been paid.

PARENT BADGES

For security reasons it is necessary for parents/guardians to identify themselves on school premises by wearing a badge visible at all times. Badges remain the property of the school. These have to be returned upon withdrawal. Replacement badges will cost € 10.

PAYMENTS

Payment is due within 30 days upon receipt of invoice.

NB: Failure to pay fees will result in legal proceedings against the debtor. Certificates, transcripts and diplomas from ISH will be withheld until debts are cleared. Non-payment of fees will be placed in the hands of an official debt collector and all costs charged to the parent/guardian. Failure to pay fees from the previous academic year/years will result in an automatic refusal of a school place for subsequent years.

WIS Collect

WIS Collect is an on line programme which is used for both invoicing and payment of invoices.

When your payment is due, you will receive an email from WIS Collect.

Emails from WIS Collect have the following email address: Stichting Het Rijnlands Lyceum debiteuren@rijnlandslyceum-csb.nl. (Please also check your spam inbox!)

We would like to emphasise the importance of having **your correct email address** in our administration. Please inform the school as soon as possible should we not have your correct email address or you wish to change your email address sending an email to: primary@ishthehague.nl.

Bank transfer

For payment of fees and/or other costs please use the School Account. The Debtor number and invoice number should be shown on all payments into the School account to ensure identification.

Name of Bank: ING Bank

School Account: IBAN: NL85 INGB 0669461741

BIC: INGBNL2A

Make Payable to: Stichting Het Rijnlands Lyceum Wassenaar

Notice: All payments should clearly display the debtor number and the invoice number to insure proper delivery of payment. The debtor number can be found on the invoice.

CORRESPONDENCE CONCERNING SCHOOL FEES

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

debiteuren@rijnlandslyceum-csb.nl

Phone number the Foundation Rijnlands Lyceum: (071) 573 0914.

FEE STRUCTURE WITHDRAWAL DURING THE SCHOOL YEAR

For students **leaving** the school during the school year, the following percentages apply:

When leaving in month:	Fee structure:
October 2020	50%
November 2020	50%
December 2020	50%
January 2021	60%
February 2021	70%
March 2021	80%
April 2021	90%
May 2021	100%
June 2021	100%
July 2021	100%

WITHDRAWAL FROM SCHOOL

Formal notice of withdrawal needs to be provided at least 60 days in advance, by submitting a withdrawal form. This form can be downloaded from the Parent Portal on the school website www.ishthehague.nl: [Withdrawal Form](#). The withdrawal form must be submitted to the primary office. Failure to do so will result in fees continuing to be charged.

By the 15th of May 2021 current parents/guardians must submit a withdrawal form if the student will not return to school after the summer holiday. If no withdrawal is received by this date, the enrolment will automatically be renewed and parents/guardians will be liable for at least 50% of the school fees of the following school year.

PRIVACY (GDPR)

Parents/guardians accept that it is the School's legal obligation to provide upon request age and nationality of the students to Government Ministries and accept that personal information of students and parents/guardians can be processed for school purposes. You may withdraw any consent you previously provided to us or object at any time to the processing of your personal information.

PHOTOGRAPHS AND MEDIA (GDPR)

Consent: Photo release

The International School of The Hague has to have permission to use your child's photograph publicly. Parents/guardians understand that the images may be used in print publications, online publications, presentations, websites, and social media. No charges can be claimed by parents/guardians for use of these photographs. You may withdraw your consent which you previously provided to us or object at any time to the processing of your personal information. Changing permission does not apply to visual material that has already been published.

AMENDMENT CLAUSE

The International School of The Hague may unilaterally amend the Standard Terms and Conditions, by giving notice to the parents/guardians subject to the following conditions:

- The amendment will take effect at the specified time after the effective date of the notice.
- No amendment will retroactively amend any terms of this agreement.
- Parents/guardians may elect to terminate the agreement.

For your convenience and that of your company all forms have been placed on our website www.ishthehague.nl. Completed forms should be sent to the Primary Office.



The International School of The Hague, together with five other Schools, The Rijnlands Lyceum Wassenaar, The Rijnlands Lyceum Oegstgeest, The Rijnlands Lyceum Sassenheim, The European School of The Hague and The Eerste Nederlandse Montessori School form the Foundation 'Het Rijnlands Lyceum'.



The International School of The Hague Primary School operates under the license of and in partnership with the Eerste Nederlandse Montessori School



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