



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.

The International School of The Hague (ISH) is a partially government subsidised Dutch International School. Legally, ISH Secondary is the international department of Rijnlands Lyceum Wassenaar (a Dutch Secondary school in Wassenaar), while ISH Primary shares the school license of the Eerste Nederlandse Montessori School (ENMS) (a local Dutch primary school). Both ISH Primary and Secondary are classed as separate schools and have their own leadership and management under the umbrella of the Foundation Het Rijnlands Lyceum. ISH receives its subsidies from the Dutch government by virtue of its licensing agreements with these two educational institutions. As the subsidies received from the Dutch government represent only a part of the costs needed to run ISH, it is necessary to charge school fees. These fees are payable in return for education provided at The International School of The Hague as specified in the annual School Guide.

ENTRY TO THE SCHOOL

- Entry to ISH Secondary is granted to children from countries outside the Netherlands who are part of the mobile international community (Ministry of Education regulations define this as those who are working in the NL for a 'certain period of time') and children from Dutch families who have been internationally mobile (defined as those who have spent 'at least' two years in a school abroad immediately prior to application) and 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** into the registration account.
- For students with any type of educational or behavioural difficulty, parents/guardians 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/guardians will also grant permission for ISH to contact previous schools or professionals involved with the child in order 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, 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.

NB. Failure to disclose information to this school relating to a child's existing learning or behavioural difficulties may jeopardize your child's school place.

ANNUAL SCHOOL FEES

The annual school fees for the school year 2020-2021 are as follows:

ANNUAL SCHOOL FEES FOR STUDENTS	AMOUNT
Years 7/8/9	€ 8.410
Year 10	€ 8.840
Year 11	€ 8.840
Year 12 IB-DP	€ 9.462
Year 13 IB-DP	€ 9.122 + 720 examination fee
Year 12 IB-CP	€ 10.462
Year 13 IB-CP	€ 9.422 + 720 examination fee

• **SMALL GROUP POLICY – For IBDP Students**

In case of groups with 5 or less students, the school will decide whether the group can be opened or not. If a small group is approved, the following additional fees will apply:

Per period/year	IBDP Higher Level (5 periods)	IBDP Standard Level (3 periods)
1 student	€ 10.000	€ 6.000
2 students	€ 5.000	€ 3.000
3 students	€ 3.333	€ 2.000
4 students	€ 2.500	€ 1.500
5 students	€ 2.000	€ 1.200

Fees for the classes are due together with the basic school fees. In order to guarantee the course for all students enrolled, **the fees are not refundable during a year**. Please note: fees will be refunded proportionally when the number of participants reaches six or more. A separate invoice, which will need to be signed by the parents/guardians, will establish the actual individual costs involved.

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 school books and materials have been returned in reasonable condition.
- All outstanding invoices have been paid.

EXAMINATION FEES

These fees are applicable for students entering Year 13.

• **IB-DP Examination Fees**

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 are **€ 720** for 6 subjects, including exam fees, extended essay, TOK and administrative charges.

• **IB-CP Examination Fees**

Examination fees, payable by the IBCP students sitting examinations for the DP subjects, are charged at the current rates applied by the IB. Parents/guardians will receive a separate invoice for examination fees. The current fee for the IB Diploma exam covering an average of 3 subjects is **€ 720** including, exam fees, administrative charges, and Career-related study (BTEC) fees.

TRIPS AND ACTIVITIES

A compulsory trip or activity is defined as being one that is essential and integral to the academic curriculum of each student. The costs for these trips and activities are part of the annual school fee. However, unforeseen trips and activities can occur throughout the academic year for which additional costs will apply. Extra-curricular activities such as music and sports are also arranged during the year, for which parents/guardians are notified separately of the related costs.

SPECIAL ASSISTANCE

If a personal educational assistant is deemed necessary by the school, the costs for the assistant will be paid by the parents/guardians.

IT DEVICE

Parents/guardians are required to provide their children from Y7 to Y9 with an iPad. The **minimum** specifications for Years 7, 8 and 9 are: iPad (2019 or later, any model), 32 Gb, Wi-Fi only.

It is also mandatory for parents/guardians to provide children in Y10 to Y13 with a laptop. The ISH ICT infrastructure and support is Apple orientated and as a result our preference is for your child to use an Apple device (**Minimum specification:** Less than 3 years old and an updated system of OSX 10.14.* or greater). However, should you wish to equip your child with a Windows device then this is acceptable (**Minimum specification:** Less than 3 years old with a **minimum** of Windows 10 and with wireless support for 5GHz networks 'n-protocol').

STUDENT LOCKER CARD

All students are provided with a secure locker for storing books, private property, etc. Each student receives the locker card at the beginning of the school year. Locker cards remain the property of the school. These have to be returned upon permanent withdrawal. Replacement locker cards will cost € 10.

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 permanent withdrawal. Replacement badges will cost € 10.

PAYMENTS

There are two options to pay the annual fees, in full or in instalments:

Full Payment - existing students

This payment must be received no later than 1 July 2020.

Payment in instalments – existing students

Payment in four equal instalments can be made by using iDeal or bank transfer.

Instalments dates are: 1 June 2020, 30 September 2020, 30 November 2020 and 31 January 2021.

New students will be invoiced after the first day of school.

Please note students going from Y6 to Y7 will be invoiced once they attend secondary school.

Full Payment – new students

Payment is due within 30 days upon receipt of invoice.

Payment in instalments – new students

Payment in instalments for new students

50% on 30 September 2020; 25% on 30 November 2020 and 25% on 31 January 2021

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 online 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: ish.secondary@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 ENTERING/WITHDRAWAL DURING THE SCHOOL YEAR

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

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

PART ANNUAL SCHOOL FEES

For those entering during the year

Fee structure:	When starting in month:
Full amount	August
Full amount	September
Full amount	October
90%	November
80%	December
70%	January
60%	February
50%	March
40%	April
30%	May
20%	June
10%	July

WITHDRAWAL FROM SCHOOL

For those leaving during the year

Fee structure:	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

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.issthehague.nl: [Withdrawal Form](#). The withdrawal form must be submitted to the secondary 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 publically. 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 and media. You may withdraw any consent 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.



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 is a member of DIS, Dutch International Schools in the Netherlands: International primary and secondary, government-subsidised schools in the Netherlands.