

## **Fee Collection Policy**

### **Schools Fees Definition**

School fees are charges directly associated with the education of students they include; compulsory school trips, all costs involved with swimming including swimming diplomas, the use of school laptops and iPads. The school fees encompass tuition fees and other charges, including the application and admissions fee. All tuition fees are payable in advance of attendance and are charged in accordance with the fee structure established by Amity International School Amsterdam, (hereinafter referred to as "Amity")

School fees do not include additional costs for school uniforms, school lunches and extracurricular activities run by external providers.

### **Acceptance Deposit, Application and Admission Fee**

The admission fee of 300 Euros shall be collected along with the deposit of 2,500 Euros within 14 days of an offer being made in order to secure a student's place. The application and admission fee are non-refundable. The deposit is fully refunded when the student leaves Amity provided, Amity is notified in writing and the correct notice period is given (please see page 2 of this policy) and all fees are paid up to date. The deposit shall not be refunded if the student does not enrol at Amity.

### **Tuition Fees**

Tuition fees can either be paid termly or yearly. (Refer to Tables: B/C/D; Page 3 & 4). For existing students already enrolled for the academic year 2019/2020 a monthly payment option is available but an additional administrative fee of 50 euros will apply monthly.

If a company is paying the tuition fees directly to Amity, a yearly/or termly invoice shall be sent directly to the company through the contact details supplied by parents.

It is possible for students to join Amity throughout the school year. In these circumstances, parents will have the same options as outlined above but fees are calculated according to the students start date for that term (pro rata). (Refer Table: B; Page 3).

### **Delayed Start Date**

Parents must notify Amity in writing as soon as possible if there is going to be a delay in the agreed student start date. In such cases a holding fee of 50% of the total tuition fee will be imposed from the date of the initial agreed start date to the actual start date. A place will only be held for the student for a maximum period of 90 days from the initial agreed start date. Thereafter the student will be de-registered, the deposit shall be retained, and the place will be offered to another student.

### **Payment of Tuition Fees**

Payments are made by bank transfer, cash or credit card to the account stated in the invoice issued to parents through the online system (Euros only). Any costs related to credit card payments shall be paid by the parent/guardian.

### **Discounts**

A 5% sibling discount is offered. This is applied to the tuition fees of the youngest siblings after the first full paying child.

## **Refund of Tuition Fees/Deposit**

The Deposit and School Fee for subsequent terms will be refunded if all of the following conditions are met. Payment of a full term is required if leaving during a term.

<b>Leaving Date</b>	<b>Notification Date</b>
At the end of the Autumn Term (First Term)	Notify the school no later than Monday 7 <sup>th</sup> September 2020
At the end of the Spring Term (Second Term)	Notify the school no later than Monday 18 January 2021
At the end of the Summer Term (Third Term)	Notify the school no later than Monday 26 April 2021

### **Conditions**

- Parents must complete the online notification of leaving form, ensure all invoices are paid, return any borrowed Amity items for example library books and security passes before final records/reports are released.
- Refunds will be made to the bank account from which we received the original payment. Amity aims to pay refunds within 30 working days of end of the term in which a student leaves Amity. If notice is received late the School will charge fees for the following term and the deposit will be retained.

### **Non – Payment or Late Payment of Tuition Fees**

**The Deposit, Application and Admission Fee and first set of Tuition Fees must be received by Amity at least 14 days prior to the student's first day.**

If tuition fees have not been received into Amity's bank account as indicated on the invoice, the Admissions/Finance Department will contact the parents to inform them of this fact. Fees must be received in order to accept the child at the school for their first day.

During the school year, if a termly or monthly payment has not been received then parents will receive reminders. The reminders are as follows:

**Reminder 1:** A reminder to parents that the fees have not been received and a request that the outstanding balance is to be received by Amity within 3 days working days.

**Reminder 2:** A reminder to parents that fees have still not been received and if payment is not settled within the next 3 working days an administration fee of 50 Euros will be charged payable within 3 working days.

**Final Reminder:** A final reminder is sent if payment is still not received after expiration of the invoice and two reminders. Parents are urged at this point to pay the fees within the next 3 days. If this does not happen, then their child will be de-registered from Amity and the deposit will be retained by the school. On de-registering of the child, Amity is duty bound to inform the Dutch authorities (Leerplicht) of a child's non-attendance at school. An administration fee of 50 Euros will be charged payable within 3 working days.

Non-payment of school fees will also result in the withholding of examination report cards, transfer certificates and/or de-registering a student until all the outstanding fees are settled.

## **School Fee Structure Academic Year 2020-2021**

Students are welcome to join Amity at any point during the school year if there are places available. Please contact the admissions office to discuss fees for the remaining part of the term.

**Table A: Deposit, Application & Admission Fee**

Type of Fee	Amount (a)	Remarks
Application Fee	100,00	Payable on submission of the application on OpenApply
Admission Fee	300,00	To be paid within 14 days of an offer being made.
Deposit (Refundable)	2.500,00	

**Table B: Tuition Fee Payment Schedule (Yearly Payment)**

Period	Early years	Primary years	Middle years	Due on or before (b)
Full session	15.750,00	16.300,00	17.350,00	Jul 20, 2020
<b>Total fee</b>	<b>15.750,00</b>	<b>16.300,00</b>	<b>17.350,00</b>	

**Table C: Tuition Fee Payment Schedule (Termly Payment)**

Period	Early years	Primary years	Middle years	Due on or before
Term 1	6.300,00	6.520,00	6.940,00	Jul 20, 2020
Term 2	6.300,00	6.520,00	6.940,00	Nov 20, 2020
Term 3	3.150,00	3.260,00	3.470,00	Mar 20, 2021
<b>Total fee</b>	<b>15.750,00</b>	<b>16.300,00</b>	<b>17.350,00</b>	

Notes:

(a) All amounts mentioned are in euros.

**Table D: Tuition Fee Payment Schedule (Monthly Payment)** - Option only available for continuing students from Academic Year 2019-2020

<b>Installment*</b>	<b>Early years</b>	<b>Primary years</b>	<b>Middle years</b>	<b>Due on or before</b>
Installment - 1	4.725,00	4.890,00	5.205,00	Jul 20, 2020
Installment - 2	1.575,00	1.630,00	1.735,00	Nov 20, 2020
Installment - 3	1.575,00	1.630,00	1.735,00	Dec 20, 2020
Installment - 4	1.575,00	1.630,00	1.735,00	Jan 20, 2021
Installment - 5	1.575,00	1.630,00	1.735,00	Feb 20, 2021
Installment - 6	1.575,00	1.630,00	1.735,00	Mar 20, 2021
Installment - 7	1.575,00	1.630,00	1.735,00	Apr 20, 2021
Installment - 8	1.575,00	1.630,00	1.735,00	May 20, 2021
<b>Total fee</b>	<b>15.750,00</b>	<b>16.300,00</b>	<b>17.350,00</b>	

*\* Amount of 50 Euros will be charged for monthly payment option for each installment. (Commencing July 2020)*

Notes:

(a) All amounts mentioned are in euros.