

# Provisions European School The Hague

**Below is a description of the two Categories of Applicants/Pupils recognised within the European School The Hague:**

**Category I pupils** are the children of post holders in the service of the European Union institutions or agencies and of organisations listed below:

1. Staff covered by the Staff Regulations of Officials and Conditions of Employment of other Servants of the European Communities;
2. Members of the national liaison bureau / national desks of EU agencies;
3. Seconded national experts to EU institutions and agencies;
4. Staff covered by the Service Regulations of the European Patent Office (EPO);
5. Staff covered by the Service Regulations of the European Space Agency (ESA/ESTEC);
6. Non-Dutch European teaching staff of the European School recruited outside The Netherlands and moving to The Netherlands for the purpose of being employed by the School;
7. Dutch teaching staff who return from their secondment at a European School type I and enter the employment of the School.

**Category III pupils** are those pupils who have not been classified as Category I pupils and fulfil at least one of the criteria below:

1. Children of personnel employed by European institutions and agencies (other than those which belong to category I) and qualifying for international education under Dutch law;
2. Children of personnel employed by diplomatic and consular representations in The Hague of EU Member States and qualifying for international education under Dutch law;
3. Children of European personnel employed by international governmental institutions and organisations based in The Hague and qualifying for international education under Dutch law;
4. Children of personnel employed by diplomatic and consular representations in The Hague (1) of European States which are not members of the EU; and (2) of other States whose mother tongue, unique or shared, is an official EU language other than Dutch, and qualifying for international education under Dutch law.
5. Any other children who do not fall into the subcategories listed above but would qualify for Dutch international education under Dutch law and whose mother tongue, unique or shared, is an EU language other than Dutch.

## **Admissions**

Category I pupils have the right to apply for admission to the school throughout the school year and have a reserved place. Category III pupils can be admitted to the European School The Hague where places are available (i.e places which have not been filled by Category I pupils) and in accordance with the order of priority as listed above.

### **Annual School Fees Agreement**

This agreement is open ended and starts from the date of enrolment for the duration of the school curriculum.

The European School The Hague (ESH) is a partially-subsidised European School (Type II Accredited European School). As the subsidies received from the Dutch government for ESH represent only a part of the costs needed to run the school, ESH charges school fees.

The school fee is set yearly by the Rijnlands foundation. The amount of the school fee is equal to the EU contribution per EU staff pupil as laid down in the Commission Decision education allowance decided by the European Commission (2013/C 222).

Staff covered by the Staff Regulations of Officials and Conditions of Employment of other Servants of the European Communities (e.g. Europol, Eurojust and the European Commission Staff Member) are exempted from paying school fees in accordance with the Commission's decision. ESH will receive the financial contribution directly from the Commission. All other parents referred to in our Admission Rules under Category I, will pay the school fee, or the school fee will be paid for them.

These fees are payable in return for education provided at The European School The Hague as specified in the annual School Guide. They do not cover the costs for external services such as bus transport, canteen lunches or after/before-school care/activities. They also do not include the costs for residential Trips or Extra Curricular Activities. These activities are not part of the curriculum and participation is not obligatory. The school reserves the right to charge the costs of extra-curricular activities to the Parents.

### **Lunch Time Supervision Costs – Early Years and Primary School only**

All Early Years and Primary pupils that remain on the school premises during their lunch break are supervised by a team of Lunch Time Supervisors. For this parents are invoiced once per school year. Pupils who join the school after the first school day or leave the school before the end of the school year are charged a percentage of this amount, according to the same table used for the school fees.

### **School Fees**

1. Parents/Guardians are responsible for timely payment of all invoices.
2. School fees must be paid in advance in full or in three (3) equal instalments:
  - 2.1. First instalment: no later than 1 June each year;
  - 2.2. Second instalment: no later than 1 November each year.
  - 2.3. Third Instalment: no later than 1 January each year
3. In exceptional cases, a payment plan 'per month' is possible, however the last instalment must be paid no later than January 1st each (school) year. A request for an arrangement as such can be addressed to [invoice@rijnlandslyceum-csb.nl](mailto:invoice@rijnlandslyceum-csb.nl)
4. In case of admission later than 1 June, the full payment or payment of the first instalment must be done within 21 days after signing the confirmation of enrolment letter.
5. A pro rata school fee applies for interim registration after 1st October. The fee will be equal to the school fee for a full school year multiplied by the number of remaining whole and partial months divided by 10 months. A table can be found on the website with the percentage of fees that will be invoiced depending on when a child is enrolled.

6. If payment obligations are not met, the School has the right to deny the child(ren) of the Parents/Guardians access to the School, classes or exams. The child(ren) will in that case be offered a place in a fully publicly funded school. Expulsion of the child(ren) will however not take place unless another school has been found that is willing to accept the child(ren).

#### **Termination**

1. Parents/Guardians can cancel the agreement at any time by deregistering their child(ren) from school. This is done by submitting a withdrawal form.
2. If the agreement will end before the time for which it was granted has expired, the School is – despite termination- entitled to due wages and reimbursement of costs incurred by the School. These due wages and the costs of cancellation are set at an amount equal to the school fee for a full quarter. This means the following:
  - 2.1. If Parents/Guardians deregister after the 1<sup>st</sup> of August but before the 1<sup>st</sup> of October, Parents/Guardians will owe the School the amount of 50% of the fee due for the current school year;
  - 2.2. If Parents/Guardians deregister after the 1<sup>st</sup> of October but before the 1<sup>st</sup> of January, Parents/Guardians will owe the School the amount of 75% of the fee due for the current school year;
  - 2.3. If Parents/Guardians deregister after the 1<sup>st</sup> of January, then they are not entitled to a refund for the current school year.
3. Termination of the agreement for the next school year must be done by deregistering the child(ren) before the 1<sup>st</sup> of June of each school year. If Parents/Guardians deregister for the next school year after the 1<sup>st</sup> of June but before 1<sup>st</sup> of August, Parents/Guardians will owe the amount of 25% of the fee due for the next school year;
4. Parents/Guardians have no right of suspension or setoff.

#### **Correspondence concerning school fees**

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

The European School The Hague  
Attn: Finance ESH  
Stichting Het Rijnlands Lyceum  
P.O. Box 33, 2270 AA Leidschendam-Voorburg  
The Netherlands

Tel: (071) 573 0914

Email: [invoice@rijnlandslyceum-csb.nl](mailto:invoice@rijnlandslyceum-csb.nl)