

SCHOOL FEE AGREEMENT PRIMARY

Parties

The parties to this agreement are:

- a. **Stichting “Het Rijlands Lyceum”, competent authority of The International school of The Hague Primary**, hereinafter “the School”, represented by the principal of the School;
- b. **PARENTS/GUARDIANS CHILD/CHILDREN**, hereinafter the “Parents/Guardians”

PREAMBLE

- A. Parents/Guardians have indicated that they wish to register their child/ children at the school;
- B. The School provides publicly funded education to the child/children of the Parents/Guardians and therefore the school takes into account the duty of care that follows from the law on primary and secondary education (Wpo and Wvo).
- C. Government funding does not cover the full costs of international education. Education legislation stipulates that admission to the international department of the school is subject to payment of a financial contribution based on an agreement between the Parents/Guardians of the child/children and the school.
- D. The agreements on registration and the financial obligations are laid down in this agreement.

1. Starting date and duration of the agreement

- 1.1 This agreement is open ended, starts from the date of undersigning this agreement for the duration of the school curriculum or until the time of deregistration. Please note that ISH Primary and ISH Secondary are two legally different schools. Automatic promotion to Secondary is not guaranteed.

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2. **Payment**

2.1. The annual school fee per school year (2023-2024) per child is:

Pre-Early Years to Y4	€ 8.323
Y5	€ 8.444
Y6	€ 8.502

2.2. Payment instruction via WIS Collect

WIS Collect is an online programme which is used for both invoicing and payment of invoices. When your payment is due, the debtor (parent(s)/guardian(s)) will receive an email from WIS Collect. Emails from WIS Collect have the following email address: Stichting Het Rijnlands Lyceum invoice@rijnlandslyceum-csb.nl (Please also check your spam inbox!)

All correspondence concerning school fees should be addressed to:
invoice@rijnlandslyceum-csb.nl (quoting your school debtor number).

We would like to emphasise the importance of having your correct email address in our administration.

2.3 Extra-curricular activities are **not included** in the school fees. 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/Guardians. An overview of the annual activities and the associated costs in the coming school year is included in the appendix to this agreement.

2.4. All invoices are sent to the Parents/Guardians. Parents/Guardians are responsible for timely payment of all invoices.

2.5. School fees must be paid in advance in full or in three (3) equal instalments:

- **First instalment**: no later than June 1st each year;
- **Second instalment**: no later than November 1st each year;
- **Third Instalment**: no later than January 1st each year.



- 2.6. 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.
- 2.7. In case of admission later than June 1st, the full payment or payment of the first instalment must be done within 21 days after receiving the invoice.
- 2.8. For students enrolling at the school during the school year, the following percentages apply:

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

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

- 2.10. There is an annual indexation of 2% per school year, starting as from school year 2022-2023. The School has the right to implement a higher percentage of indexation if the School deems it necessary and the participation council has been consulted upfront.

3. Termination

- 3.1. Parents/Guardians can cancel the agreement at any time by deregistering the child/children from school. Deregistering can only be done by submitting a withdrawal form, signed by all parents/guardians, to the Primary Office. The deregistration date will be set 60 days after the date the withdrawal form is received. This form can be downloaded from the Parent Portal on the school website www.ishthehague.nl: [Withdrawal Form](#).
- 3.2. If the agreement is terminated before the agreed end date, the School is - despite termination - entitled to due fees and reimbursement of costs incurred by the School. These due fees and the costs of cancellation are set at an amount equal to a percentage of the school fee as stated in the table below:

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

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- 3.3. Termination of the agreement for the next school year has to be done by deregistration of the child/children before the first of May of each school year. If Parents/Guardians deregister for the next school year after the 1st May but before 1st August, Parents/Guardians will owe the amount of 25% of the fee due for the next school year;
- 3.4. Parents/Guardians have no right of suspension (*in Dutch: opschorting*) and setoff (*in Dutch: verrekening*).

4. Enrolment Fee

- 4.1. For new students, an enrolment fee of € 1.000 must be paid before enrolment at the school can be confirmed. Families are required to pay this within 3 weeks of receiving an offer.
- 4.2. Once enrolled, the enrolment fee is non-refundable, even if students choose not to join the school.
- 4.3. Students who are successfully transferring from ISH Primary to ISH Secondary will not be required to pay the enrolment fee again.

5. Parent badges

- 5.1. For security reasons it is necessary for the 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.
- 5.2. Replacement badges will cost € 10 per piece.

APPENDIX School Fee Agreement

ADDITIONAL COSTS

There are no additional costs charged. All school activities for International School of The Hague Primary are covered by the initial school fee.