

The background of the cover is a photograph of a beach at sunset. On the left, a large Ferris wheel is partially visible. In the center, a tall, white, spiral-shaped tower stands on a pier extending into the water. The sun is low on the horizon, creating a warm, golden glow. Two people are walking on the beach in the distance, their silhouettes against the bright light. The sky is a mix of blue and orange.

**Rijnlands
Lyceum**

RELOCATION INFORMATION PACKAGE

STICHTING HET RIJNLANDS LYCEUM

SCHOOL YEAR 2024-2025

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INTRODUCTION

The International School of The Hague, The European School The Hague, The International School Wassenaar, Het Rijnlands Lyceum Wassenaar, Het Rijnlands Lyceum Sassenheim, Het Rijnlands Lyceum Oegstgeest and Eerste Nederlandse Montessori School are part of Stichting Het Rijnlands Lyceum (Rijnlands Lyceum Foundation). The Rijnlands Lyceum Foundation is an ambitious foundation that offers both primary and secondary education and national and international education. The International School of The Hague, the European School The Hague, The International School Wassenaar and Het Rijnlands Lyceum Oegstgeest are our international schools or are schools with an International Department.

The Rijnlands Foundation has over 1100 employees at eight schools and provides innovative quality education to more than 7200 students with a focus on global citizenship. The Rijnlands Foundation is a learning organisation that continuously adapts to a changing society. We not only focus on the development of the students, but also on the professional growth of employees. The Rijnlands Foundation stimulates and facilitates professional development and offers career prospects. Only in that way we can guarantee quality education for our students.

Please check our [Rijnlands Lyceum website](#) to learn more about The Rijnlands Lyceum Foundation.

We are extremely happy to welcome you to the Rijnlands Lyceum Foundation. With this Relocation Package we hope to provide you with the information needed for a smooth transition to the Netherlands. If you have any further suggestions and/or points of improvement for this Relocation Package, please send your ideas and suggestions to your HR Advisor.

CHAPTER 1 – BEFORE COMING TO THE NETHERLANDS (STEP 1)

For the relocation process we work with Exterus, a relocation company and tax consultancy. They will help you with a smooth transition to the Netherlands. We will send your contact details to Exterus a.s.a.p. after you have accepted the job offer so that they can start your relocation process without delay. In case you don't hear from them you can contact them at immigration@exterus.nl.

Even though Exterus will assist you, there are several things you will need to do before coming to the Netherlands. Please make sure you carefully read the steps described below as they need to be done before you leave your current country of residence. As some of these steps may take some time to complete, we advise you start a.s.a.p.

1.1 DUTCH CERTIFICATE OF GOOD CONDUCT (VOG)/POLICE CHECK

Your appointment with the Rijnlands Lyceum Foundation takes place on the condition that you obtain a Dutch Certificate of Good Conduct (police record check). This is called a "Verklaring Omtrent Gedrag", a VOG. The Ministry of Justice will issue the VOG if it is clear that the applicant has not committed any criminal offence which might be relevant in the context of the job to which the VOG is related (working with children). Please note, that the Dutch authorities check with the authorities in the country of nationality (only within the EU) before a Dutch VOG is issued.

Your HR Advisor has sent you an mail with all your relocation attachments. There you will find the information on how to apply for the Dutch VOG including the application form. The costs are € 44,10 and can be reimbursed via AFAS (personnel and salary system) after your employment has started. The original VOG will be sent to your regular postal address in your home country in approximately 4 weeks. If you have a correspondence address in The Netherlands (friends/relatives) or in the EU where your VOG can be sent to this will speed up the sending of the VOG via regular post. We leave this decision up to you as the content of this letter is confidential information. If this request process starts early enough before our relocation to the Netherlands, then the VOG can be sent directly to your current address.

Please send a scan of this VOG in colour to your HR Advisor. You need to present the original VOG to your HR advisor as soon as you have an appointment with HR in the Netherlands.

1.2 FOREIGN CERTIFICATE OF GOOD CONDUCT/POLICE CHECK

Please apply for a Certificate of Good Conduct/ Police check in your country of residency as soon as possible, as this can take some time depending on the country. Scan a copy (in colour) and send this to your HR Advisor. This certificate must not be older than 6 months at your official starting date. You have to show the original when you are in the Netherlands. The costs will be reimbursed, therefore keep your receipt and scan this for your own administration. You will use the general expense claim form to declare the costs for this.

Please collect both your Certificates of Good Conduct and bring them to your HR Advisor during the induction after your arrival in the Netherlands.

1.3 PASSPORT

Please scan a copy in colour of your valid passport as soon as possible. You need to send this to your HR Advisor. The copies of the passports of all your family members who will accompany you only need to be sent to Exterus upon their request.

1.4 ARRIVAL DATE

Please inform our relocation partner and tax advisor, Exterus, and your HR Advisor about your (and your family's) arrival date in the Netherlands as soon as possible because of the different meeting which will be planned for you. Exterus will schedule the registration appointment at the Municipality for you.

We recommend scheduling your arrival before the 1st of August, or even at the beginning of July (before you go on vacation) so that you have enough time to attend your relocation appointments and to find housing before the induction starts.

1.5 EMPLOYEE DATA FORM

Please complete and sign the employee data form. It is possible that you may not yet be able to fill-in some of the requested information (e.g. Dutch address, Dutch tax number, Dutch bank account number). Please leave those sections blank for now and send the missing details as soon as you have them your HR Advisor.

1.6 LEGALIZATION OF DOCUMENTS

A document such as a birth, marriage or divorce certificate must, in some cases, be legalized or bear a special stamp, an apostille, in the country of origin.

As a non-EU, non-Schengen resident, the certificates you bring have to be legalized, or even apostilled, if they are not in one of the four accepted languages - Dutch, English, French or German. Before the legalization, please also have the certificates translated by a sworn translator.

You should legalize the certificates in the country that issued them originally, before moving to the Netherlands, otherwise the procedure becomes more difficult and expensive. For more information look at [this page](#).

As for EU citizens, since February 2019, the new rules apply to put an end to several bureaucratic procedures. Public documents issued in an EU country must be accepted as authentic by the authorities in another Member State without the legislation stamp; important to note, however, is that if the documents are not in one of the four aforementioned languages, you should request a multilingual standard form from the issuing country. It is important to keep in mind that only the countries that have signed CIEC treaty will issue a multilingual standard form.

An Apostille is an international certification comparable to a notarisation in domestic law, and normally supplements a local notarisation of the document. If the convention applies between two countries, such an Apostille is sufficient to certify a document's validity, and removes the need for double-legalisation, by the originating country and again by the receiving country.

The difference between Apostille and legalisation is that legalisation is done by ministry of foreign affairs and the Dutch embassy in the country of origin.

Please make sure that the legalization (stamp or apostille) is not older than 6 months at the moment of registration in the Netherlands. Same as the certificate itself. According to Dutch law, it cannot be older than 6 months (exceptions are possible).

Might it not be feasible to arrange all the certificates before your arrival in the Netherlands, you can also register at the municipality based on your passport. You can schedule a new meeting once you have all the certificates.

Please note birth certificates are important, especially for the registration of your children at school. All certificates must be with full parents' details and not older than 6 months. In some countries certificates are only issued once, please check with the local authorities. Bring all original legalized documents to the Netherlands.

The government body in your country can inform you about the fees. Please keep the original receipt, as you can claim the costs.

If you have any questions about the legalization of documents, you can contact Exterus by e-mail.

1.7. 30% RULING

The 30% ruling is a tax advantage for staff members recruited outside the Netherlands who fulfil some conditions set by the Dutch tax authorities. Under the 30% ruling, international staff can receive tax exemption for a **maximum** of 30% of their annual gross salary for the duration of maximum five years. If the application of the 30% ruling, as described in the Wages and Salaries Tax Act 1964 and the regulations based upon this, is granted, up to 30% of the employee's gross salary (depending on the salary amount **the percentage may range from 1% to 30%**), will not be taxed, resulting in a higher net salary during the award period. The higher the salary the higher the tax benefit. The 30% ruling is meant as a compensation for the extraterritorial costs that expats incur while living abroad. The Dutch government has recently changed the ruling which has now turned it into a 30/20/10% ruling over a maximum duration of 60 months. However, there is a lot of resistance against it and there is pressure to undo this change.

Please note that when you are granted the 30% ruling, the percentage can vary monthly due to possible salary fluctuations you may have. You can contact the salary administration via AFAS if you have any questions at that stage.

You are eligible for this allowance if you meet several conditions:

- Specific expertise; the applicant must possess specific expertise which is not or hardly available on the Dutch Labour market.
- Salary criteria; your annual gross salary must be at least € 46.107 (fiscal wage 2024) **OR**
- if you are aged below 30 and you are awarded a Dutch Master's qualification in scientific education university or an equivalent foreign qualification, and your annual gross salary wage exceeds € 35.048 (fiscal wage 2024)

AND

- 150 km distance; In the 24 months prior to your 1st day of work in the Netherlands you live at more than 150 kilometers in a straight line from the Dutch border.

ASSISTANCE WITH THE APPLICATION OF THE 30% RULING

Our relocation partner and tax advisor (Exterus) will assist you with the application process and will send the completed application form to the Dutch Tax Authorities. The content of the application itself is your

responsibility. Exterus will be in contact with you while you are still living in your home country, as you will have enough time to collect all the evidence necessary for the application.

Regarding the application of the 30% ruling, we would like you to collect a number of documents which prove that you have lived at more than 150 km from the Dutch border for at least 16 out of the last 24 months before your relocation to the Netherlands. The documents need to cover 16 different months, going back to 2 years at most prior to your contract starting date. These documents can be tenancy agreements, mortgage documents, registration and deregistration at the local authorities, gas and electricity bills, bank statements, internet / mobile phone bills etc. and are required for proof of address. One of these documents must be issued in the same month you received your offer letter. Exterus will inform you further about this.

DUTCH TAX AUTHORITIES

Please take into consideration that as long as your 30% tax ruling application has not been assessed by the tax advisor, the foundation will pay your 'regular' salary (on which a 'regular' salary tax is levied). When the application is assessed by Exterus, it will be backdated to the start of your employment. The difference will be paid out with the next salary payment.

If you are able to send all required documentation necessary for the 30% ruling on time, we could even apply the benefit on your first salary payment of August. This depends however on the assessment of the tax advisor of your full documentation.

Please note that it is at the discretion of the Dutch tax authorities only to award the 30% rule or not.

More information can be found on the website of the [Dutch Tax Authorities](#).

PLEASE NOTE: IMPORTANT FOR THE FUTURE

- if you decide to reduce your working hours (e.g. part-time /long term leave) after having been granted the 30% ruling, or if any other changes of your salary take place at a later stage, please be aware that this could influence your entitlement to the 30% ruling.
- If you are not entitled to the 30% ruling anymore, then this can result in a repayment obligation of the advantage of the 30% ruling backdated to January of that specific year.
- If for any reason the entitlement to the 30% ruling is stopped at your current employer, it cannot be re-applied afterwards, even if/when you comply to the conditions again.
- The above-mentioned rule regarding the expiry and possible repayment obligation in case of changes in salary, does not apply for members of staff on maternity and/or parental leave. Maternity and/or parental leave does not influence the entitlement to the 30% ruling.

1.8. HOUSING

Finding appropriate housing should be your very **priority**. Besides the fact that you need a place to stay, your relocation in The Netherlands starts with registration at the Municipality. A signed rental agreement is preferred for the registration appointment. In case you don't have this yet, we can use the school address as a temporary registration address. Between mid-May and the end of July, most expats relocate. This is the time of year most properties become available. The earlier you come to The Netherlands, the easier it should be to find housing. You can also choose to register yourself first in June or early July and to start looking for apartments than, it is up to you if you come for a pre assignment visit.

On a world map, The Netherlands is a very small country. With little space available, houses tend to be compact. How you will experience this will depend on your own experiences in other countries. No matter where you come from, it is essential to realize that housing availability and rent/purchase prices are different from what you are used to in previous countries. Rental prices can differ in the The Hague area from a minimum of EUR 1.000 up to EUR 2.500 depending on the area and the type of house. The city centre of The Hague is more expensive than surrounding cities like Leidschendam - Voorburg, Pijnacker, Nootdorp, Rijswijk, Delft, Schiedam, Wassenaar or Voorschoten.

We can imagine that it is difficult for you to know where to begin. Therefore, we advise you to read the [Housing in the Netherlands – ACCESS NL \(access-nl.org\)](https://www.access-nl.org/) regarding housing. This brochure will provide you with information about the type of houses in the Netherlands, rental fees, renting in the public sector, rental contracts etc.

If you would like to rent a property, you sometimes need an affordable housing permit. The municipality will examine whether you are eligible for the rental property. This way inexpensive homes are kept available for people who earn a lower income. Your real estate agent can help with the application. Please check the [website](#) of the municipality for more details.

Most internationals rent a property on the private housing market. Internationals can be at a disadvantage because of language barriers or less knowledge about housing rights in the Netherlands. At this moment several bodies can provide legal information and aid to internationals regarding renting a property. The Municipal Rent team acts as the first point of contact for rental problems in The Hague. They can provide information on housing rights and recommend legal steps. If necessary, they will refer to the appropriate agency for help. The Rent team can be contacted at: huurteam@denhaag.nl or 070-3532753.

ASSISTANCE REAL ESTATE AGENT

A real estate agent can help you find a house (in advance) based on your preferences such as:

- your budget;
- required space;
- furnished or not and;
- the location (i.e. the maximum travelling distance from and to the school).

Most of the real estate agents will ask a fee of a month's rent as payment for their service. This is common in the private rental market in the cities in the Netherlands.

PREFERRED REAL ESTATE AGENT

Verra Real Estate is a real estate agency in the areas of The Hague, Leiden and Rotterdam ([Verra Real Estate](#)). Providing guidance from A to Z for you (and your family) they take away the hassle and stress of finding a place to live.

Verra Real Estate offers guidance on the following:

1. housing (either long term or short stay, furnished, semi-furnished or unfurnished);
2. home search tour;
3. contract negotiation;
4. settling in service (assistance during check-in, applying for utilities and internet);

Contact details Verra Real Estate: Eisenhouwerlaan 116, 2517 KM The Hague, phone: +31 70 346 2131.

Other useful websites for housing:

- [Funda](#)
- [HousingAnywhere](#)

The website Pararius also offers rental apartments. However, some of the housing agencies that offer apartments for rent ask you to sign up first before viewing. Not all of them are trustworthy so be careful!

CONSIDER SHORT-STAY ACCOMMODATION

Signing a rental agreement or making an offer to buy a home can take some time. Most internationals who are new to the Netherlands make the process easier by opting for short-term accommodation first. This provides you with a home base to start your search from and gives you a taste of an area that you might want to live in more permanently. There are plenty of short-stay accommodation providers in The Hague region, and most offer flexible contracts with the ability to pay per night, week or month.

EXPLORE LOCATIONS AND NEIGHBOURHOODS

Getting a sense of the [neighbourhoods and areas](#) that best suit your needs is a good place to start. Consider public transport connections, commuting times to schools, and local attractions. Compared with other cities, The Hague is compact in size and abundant with parks, museums, cultural venues, cafés, and sports facilities, so these will be easily accessible by walking or cycling no matter where you live. You should also consider the [surrounding cities](#) in The Hague region, such as [Delft](#), [Rijswijk](#) and [Wassenaar](#), which offer similar benefits on a smaller scale.

USE SOCIAL NETWORKS

The Dutch websites Funda is most used to find apartments and houses for rent and for sale in the private market, and you can also try [RentSlam](#). However, you can also find housing via social media and even Marktplaats. Just be sure to check the legitimacy of the offer carefully. The following Facebook groups are widely used for finding rental homes:

- [The Hague Housing, Rooms, Apartments, Sublets | Facebook](#)
- [Woning huren in Den Haag \(vraag/aanbod\) | Facebook](#)
- [Rooms & Houses in The Hague | Facebook](#)
- [Expat rental market, The Hague | Facebook](#)

CHECK THE CONTRACT

The most important piece of advice we can give is that scammers actively target internationals in the Netherlands, as with all major cities. Be vigilant about checking contracts and never pay a deposit before you've visited the property. You should also be aware of [tenants' rights](#) and know where to turn for assistance, as Dutch laws are in place to protect tenants' interests.

1.9. TEMPORARY (HOTEL) ACCOMMODATION

The school offers you a hotel cost reimbursement with a maximum of € 1.400 net. You could use this for costs for temporary accommodation while searching for housing in the Netherlands or if you travel to the Netherlands for the registration appointments with the Dutch authorities. Please note that reimbursement is only for the accommodation with breakfast, any other costs during your stay at the accommodation are for

your own account. Reimbursement is against receipts only. You have received the declaration form in the relocation email with the attachments.

HOTELS/BUNGALOWS CLOSE TO THE SCHOOLS

- [The NH hotel Atlantic](#) is at approximately 1 km walking distance from the ISH;
- The holiday park "[Roompot The Hague Kijkduin](#)" is at 1,1 km walking distance from the ISH.
- [Novotel - World Forum is](#) at 1,3 km walking distance from ESH Primary;
- [Court Garden Hotel](#), Laan van Meerdervoort 96 is at approximately 1,5 km walking distance from ESH Primary.
- [Hotel Mozaic](#), Laan Copes van Cattenburch 38 is a 1,1 km walking distance from ESH Secondary
- [YAYS Aparthotel](#), Koninginnegracht 20 is at 1,3 km walking distance from ESH Secondary
- [Hotel Sebel](#), Prins Hendrikplein 20 is approximately 2 km from the city center of The Hague, 3 km from ESH Primary and ESH Secondary.

OTHER HOTELS/ ACCOMMODATIONS

On the website of [booking.com](https://www.booking.com) you will find other hotels/accommodations in The Hague.

For example:

[The Social Hub The Hague](#) or

[The Hague short stay](#)

1.10. MOVING COMPANY

There are several options to ship your belongings to the Netherlands. We have recommendations for three moving companies who could help you with this:

- De Haan Verhuizers. More information, including a quote request, can be found [here](#).
- KHZ Movers. [Their website](#) will provide you with more information on international removals (also within the European Union). Also, you can request a quote on the website.
- Atlas International Movers. More information, including a quote request, can be found [here](#).

If you prefer to use another moving company, you are free to do so.

The costs for hiring a moving company or the shipment of your belongings will be reimbursed against receipts in accordance with the removal/relocation allowance you will receive based on the Collective Labour Agreement Primary/ Secondary Education. You can find more information about this in [Chapter 4.5.A](#).

1.11. DUTCH TEACHING QUALIFICATION

In the Netherlands, as in many other countries, the teaching profession is regulated. This means that only those in the possession of a Dutch teaching qualification are allowed to practice the profession. Teachers who have obtained their diplomas and certificates abroad must always have their foreign qualifications recognized by Dienst Uitvoering Onderwijs (DUO, part of the Dutch Ministry of Education). DUO is authorized to validate your certificates and provide you with a Dutch recognized teaching certificate.

Please note, that it is very important that you have a teaching qualification in your home country as this is the starting point for DUO. Be aware that a certified translation is a strict requirement for documents (e.g.

certificates, diplomas and transcripts) that are not in Dutch, English or German. Your HR Advisor can get your certificates, diplomas and transcripts translated for you.

Recognition of your foreign diplomas and certificates by DUO is a prerequisite for obtaining the Dutch teaching qualification and a permanent position as a teacher at the Rijnlands Foundation or in any other publicly financed school in the Netherlands.

With non-EU qualifications, DUO requires additional evidence which proves sufficient command of the English language. The evidence can be:

- a high school diploma with English as an examination subject, including the transcripts, or
- a certificate proving that the English language at or equivalent to level b2 is mastered in accordance with the European reference framework

More information can be found on the website of [DUO](#). Please have a look at this website.

Please scan a copy (in colour) of all your diploma's, teaching certificates, list of grades, QTS, induction certificate and transcripts to your HR Advisor as soon as possible. Bring all your original documents and the translations to the HR meeting after your arrival in the Netherlands as well.

HR ASSISTANCE

During the online HR meeting before your arrival, your HR advisor will explain you the recognition process. This process can be started while you are in your home country. HR can assist you with the application for the Dutch teaching qualification. You can start the process for recognition by collecting the information which is necessary in your home country. Here is the link for the online application form: [RdiOnlineGui \(duo.nl\)](#).

For the completion of the file to be sent to DUO, you need at least the following documents:

- scanned copies of your (translated) diplomas, certificates, list of grades, transcripts or indices. If you have followed your studies in the UK: copy of your Qualified Teacher Status (QTS) and Induction certificate with your teacher reference number;
- if you have obtained your diplomas/certificates in another country: any written proof that you are a qualified teacher for state schools - usually issued by the Ministry of Education in the country of origin;
- a certified translation of documents that are not in Dutch, English or German. If your documents have already been translated into one of the above-mentioned languages, please bring these translations with you.

DUO will verify your diplomas and certificates at the educational institute concerned. Please note that the application of your Dutch teaching qualification can take several months. You will receive the information about your Dutch teaching certificate directly from DUO. Please note that your contract can only be converted after one year to a permanent contract if you have your Dutch teaching qualification and with a satisfactory performance (only for contracts with prospect to a permanent contract).

CHAPTER 2 - AFTER YOUR ARRIVAL IN THE NETHERLANDS (STEP 2)

2.1 MEETING HR

Once you have arrived in the Netherlands, you will have an (online) meeting with HR. HR will guide you further through the processes or actions. The purpose of the HR meeting, besides introduction, is to exchange information, to check if your personal file is complete with the requested information and to answer any questions you may have.

Please note that the school will inform you about the program of the induction week.

SCHOOL ADDRESSES

International school of The Hague – Primary and Secondary Department
WIJNDAELERWEG 11
2554 BZ DEN HAAG

European School of The Hague – Primary Department
HOUTRUSTWEG 2
2566 HA DEN HAAG

European School of The Hague – Secondary Department
OOSTDUINLAAN 50
2596 JP DEN HAAG

International School Wassenaar
BACKERSHAGENLAAN 5
2243 AB WASSENAAR

Rijnlands Lyceum Oegstgeest
APOLLOLAAN 1
2554 BX OEGSTGEEST

2.2 FIRST APPOINTMENT: THE HAGUE INTERNATIONAL CENTRE (THIC)/EXPAT CENTRE

[The Hague International Centre](#) (also known as The Expat Centre) provides you with a lot of information and guidance about living and working in The Netherlands.

The following will be arranged at THIC:

- registration municipality administration;
- to obtain a BSN (social security number);
- to receive general information about living and working in the Netherlands.

Exterus will be in contact with you to schedule this appointment, while you are still in your home country. Please note that all family members have to come to the appointment in person. As there might be a long waiting list for registration, it is important that you arrive on time for the appointment and don't cancel the appointment last minute. Rescheduling might cause a huge delay in obtaining the documents needed for the start of your employment and the salary payments.

Exterus will be further in contact with you about what you need to bring to the appointment:

- Valid passport (of all family members).
- Proof of your new or temporary residential address. In case you don't have a new Dutch residential address, we will arrange a temporary registration on the school address for a maximum of 3 months.

In case you already have a residential address, you should bring:

- Signed rental contract or
- Purchase deed
- In case of subletting: written permission from the owner / main occupant at your residential address along with a copy of his identity, and a copy of his rental agreement / purchase deed
- Original legalised birth (marriage, divorce) certificate (of your spouse and children). This should not be older than 6 months at the moment of registration. Please note that the registration officer will decide regarding the acceptance of the certificates.

Please note that we advise you to [subscribe to the newsletter](#) of the THIC, as they announce a lot of international news and different events through their newsletter.

The THIC has also a very handy app to guide you through the relocation process and reminds you of the steps that you need to take for relocation. The link to the app can be found on: [Welcome to NL](#)

2.2.A. REGISTRATION AT THE MUNICIPALITY ADMINISTRATION

Municipalities within the Netherlands are required to know who is living within their jurisdiction. This is necessary for the execution of certain laws and regulations as well as for the administration of the city. Under Dutch law, the obligation to inform the municipality of any changes in personal circumstances (birth, marriage, divorce, relocation) rests with you. Organisations such as the tax authority (in Dutch: Belastingdienst), police, hospitals, Immigration Service and Health Insurance companies are examples of organisations that make use of this database.

2.2.B. BSN (CITIZEN SERVICE NUMBER)

Directly after your registration at THIC, you will be provided with your BSN. The Dutch citizen service number, in Dutch 'BSN', is a unique personal number issued to everyone registered at the Municipality Administration. The BSN is an important number for several public services and government authorities that enables them to exchange information.

Please provide hrinfo@rijnlandslyceum-csb.nl with a scan/ picture of your BSN document. You can also make a scan of the BSN after the appointment and save this document in your own digital administration. This will be a very important document for you while living in the Netherlands.

NO BSN?

If, for any reason, the appointment will be cancelled and you do not have a BSN, our HR department cannot process you as an employee in our personnel and salary system (AFAS) and consequently your salary cannot be paid in August.

2.3. SECOND APPOINTMENT: OPENING A DUTCH BANK ACCOUNT / ONLINE APPLICATION

A Dutch bank account is required for payments such as rental/ mortgage, health insurance and receiving your salary. If your relocation process has caused unforeseen delays, The Rijnlands Lyceum Foundation can only transfer your salary to a foreign bank account once.

Online request:

Exterus can also assist you in this process. If you open a bank account via Bunq bank (www.bunq.com), then you already have a Dutch bank account prior to your relocation. We advise you to follow this route first and to inform your HR advisor about your bank account details as soon as you have your bank details. Please send the whole registration document, not only the IBAN number.

On appointment at location via Exterus:

In general, it takes one week to activate your bank account. Once you have received your bank account number, and your account is active, salary payments can be made. Firstly, please provide HR directly with the bank account details you have received during the appointment.

Secondly, please provide HR as soon as possible with a copy/ scan in colour of your bank card when you have received this card.

Please note that the bank card will be sent to your Dutch address. In case you registered at the address of the school, the card and the information about the pincode will be sent there. Please frequently check the school's central point where the post is received if your post is received and inform them that you expect post from your bank.

SALARY PAYMENT TO A FOREIGN BANK ACCOUNT

In case your salary must be transferred to a foreign bank account, please provide HR with your bank account number, IBAN and BIC code. You can find these numbers on your bank statements. This route will only be followed if for any reasons you were not able to open a Dutch bank account. The salary department will only pay one month salary on this account.

2.4. RELOCATION PACKAGE (CLA SECONDARY/CLA PRIMARY)

All new staff moving to the Netherlands is entitled to a relocation compensation consisting of:

- a compensation (tax free) for expenses incurred for the transportation of luggage and household effects of the employee and the members of his family to the new house with a maximum of € 2.500 for secondary and € 2.188 for primary (based on receipts);
- an agreed amount for all remaining expenses that ensue directly from the relocation, set at 12% of the annual salary with a minimum of € 1.820 and a maximum of € 5.445 (tax free).
- a hotel costs reimbursement, with a max. of € 1.400 net (based on receipts). This amount is a total per family;
Assistance in the process of work- and residence permits (IND Immigration Service), if necessary and applicable for you by our external immigration provider;
- Tax assistance with the application of the 30% ruling (tax benefit) if you meet the required conditions. More information can be found under the heading "30% ruling";
- Dutch Tax application Support (reimbursed by Rijnlands for 1st year expat staff). Rijnlands has an agreement with Exterus that will help with the application of the annual income tax return for all new staff hired from abroad;

If you and your partner are entitled to the removal costs (bullet 1 and 2), then each receive only half of these amounts.

REPAYMENT OBLIGATION

A descending repayment obligation is applicable for the compensation as described in bullets 1 and 2 for three years after reimbursement.

SCHOOL FEES

It is Rijnlands' policy to waive the school fees for children of international staff recruited from abroad on the condition that the 30% ruling is granted. School fees are waived for the two eldest children only.

All additional costs, such as examination fees, a Deposit Fee (DF), MYP Diploma fees, books, IT devices etc., are for your own account.

Please bear in mind that the school fee waiver applies as long as you have the 30% ruling; when the 30% ruling expires, so will the school fee waiver as well.

2.5. RIJNLANDS REGULATIONS

In consultation and with the consent of the Joint Participation Council (GMR), several protocols, regulations and HR policies have been established within Rijnlands. For instance, privacy policies, integrity code, Absence protocol. These apply to you when you are employed by Rijnlands. You can find these regulations and policies on the Rijnlands Intranet and the website of the [Rijnlands Lyceum Foundation](#).

CHAPTER 3 - SETTLING IN (STEP 3)

THE HAGUE, INTERNATIONAL CITY OF PEACE AND JUSTICE

The Hague (Den Haag) is the third most populated Dutch city and has a lively expat population due to a lot of international organisations, schools and embassies. The Hague is a mixture of modern skylines with a historic city centre, and the scenery and activities are as diverse as its mix of residents. The Hague is the capital of South Holland, the seat of government, and home to the Dutch royal family. The population is 562.839 (in 2023).

More information can be found on the following websites: [The Hague tourist office](#), [Access](#) and [The Hague International Centre](#).

PRACTICAL THINGS TO ARRANGE

Next to the priority appointments like we have explained in the previous chapters, there are also several practical things you need to arrange once you have arrived in The Netherlands. Such as the application for the online Identification (DigiD), the application for the mandatory health care and applying for child and childcare benefits.

3.1. DIGID

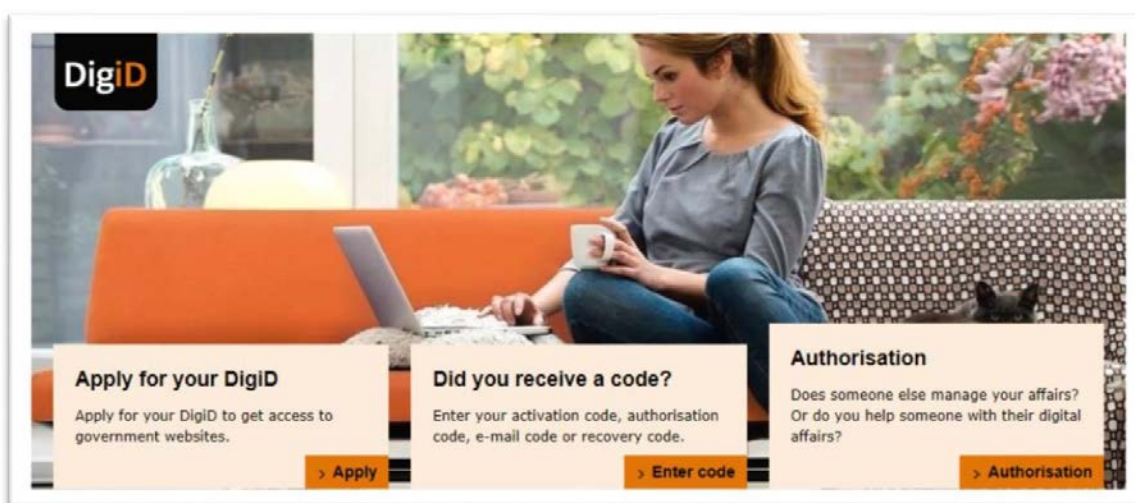
DigiD (short for Digital Identification) is a form of online ID that allows you to access many services and government websites in the Netherlands. The DigiD consists of a username and password that is linked to your personal public service number (BSN).

WHY DO I NEED A DIGID?

You need your DigiD to do your administration online in the Netherlands. This includes [doing your taxes](#), applying for a [government benefits](#), checking your [Dutch pension](#) or [health insurance](#) and many other actions. Expats living and working in the Netherlands need to apply for a DigiD as well.

Most information about the DigiD is in Dutch. [Here's](#) a step-by-step guide in English with all the necessary translations and explanations to help you. To see the frequently asked question in English on this topic, please click [here](#).

APPLICATION DIGID: You can apply for a DigiD (free of charge) on the [DigiD website](#). You can only apply for a DigiD once you have obtained a Dutch citizen service number (BSN), after your appointment at THIC. The online application form has three steps and automatically converts into Dutch after the first page. We advise you to use the before mentioned guide when applying for the DigiD.



3.2. HEALTH INSURANCE

The Dutch health system is a private health insurance system and operated by private health insurance companies. The insurers are obliged to accept every resident in their area of activity. It is compulsory to have a medical insurance. The costs are approximately € 140 to € 150 per month depending on your personal situation. For children younger than 18 years old this insurance is free of charge. Additional insurance can be purchased according to individual needs and requirements.

The health insurance comprises a standard package of essential health care. As of 1 January 2018, the compulsory own-risk amount is € 385. Since insurers may alter their individual supplementary cover conditions, it is advisable to study these conditions carefully.

If you take out a Dutch health insurance, you have to pay from the day you registered with the municipality. Therefore, you may have to pay insurance premiums to the insurance company retrospectively. Please note that most insurance companies should allow you to pay the amount you owe in instalments.

No health insurance means paying a fine. You are obliged to have a Dutch health insurance within 4 months after you are registered at the municipality administration. Individuals, who fail to purchase a health insurance policy within 4 months, will be given a fine by the Dutch government and can be given for a second time if you again fail to purchase a health insurance policy. After two fines, the Dutch Care institute will apply a health insurance for you and the premiums will be deducted from your income. These premiums are far higher than the regular premiums.

More information can be found in the [Access Guide](#). This guide can answer most of the questions on the health care in the Netherlands.

COLLECTIVE HEALTH CARE INSURANCE

The Rijnlands Lyceum Foundation has a collective contract with two health insurers, namely 'Zorg en Zekerheid' (Z&Z) and "Zilveren Kruis Achmea". As a member of staff, you will receive discounts on your additional health insurance, not on the mandatory health insurance.

For registration at a health insurance company, you first need to have obtained your Dutch bank account and citizen service number (BSN number).

ZORG EN ZEKERHEID (Z&Z)



Employees receive 10% on the supplementary insurance and a further 2% internet discount if you arrange your insurance online via [MijnZZ](#). This discount also applies to your family members! You can take out your new Dutch healthcare insurance [HERE](#).

The collective insurance code for international employees: 23110.

More information: **website Zorg & Zekerheid (English):** <https://www.zorgenzekerheid.nl/english.htm>

ZILVEREN KRUIS ACHMEA



Zilveren Kruis gives everyone working in education a discount on healthcare insurance. You receive 10% discount on all supplementary insurance and dental insurance. You can easily calculate your contribution on <http://www.zk.nl/rijnlandslyceum>. There you will also find all the information about the reimbursements. The group insurance contract number is 207082858.

General website: <http://www.zilverenkruis.nl/English/Pages/index.aspx>

Contact: <http://www.zilverenkruis.nl/English/contact/Pages/default.aspx>

More information about health care insurances will be provided upon arrival in the Netherlands. Please note that you do not have to register at Z&Z or Zilveren Kruis Achmea, you are free to choose any other health care insurance companies. There are many different health care insurance companies available in the Netherlands that all offer their own packages. The costs differ per company as do the options for extra packages (such as physiotherapy, dental care etc.). To get a good overview of these differences, we can recommend some websites that give extensive information about this:

- [Independer](#)
- [Zorgwijzer](#) (English)
- [FAQ Questions expats and health care](#)

3.3. OTHER COLLECTIVE INSURANCES

AON

The Rijnlands Lyceum Foundation has a collective contract group insurance policy through AON. You will receive a group benefit on all contributions for all insurance (including car, motorcycle, legal aid, home contents, accident, liability insurance). Employer name: Stichting Het Rijnlands Lyceum.

COLLECTIVE/GROUP OCCUPATIONAL DISABILITY INSURANCE IPAP (LOYALIS)

The Rijnlands Lyceum Foundation has a collective contract with Loyalis for occupational disability insurance, to help you minimize the financial consequences of incapacity for work in case of 2 years illness. You can decide for yourself whether you want to participate in this insurance. If you participate in this group insurance, you opt for income security for a low contribution. The IPAP contribution is automatically deducted monthly from your salary. The contribution depends on your income. If you do not wish to participate, you have to complete, sign and send the waiver form. The waiver form is available via HR Intranet. The log in for Intranet is the same login as you use for your school.

On the [Loyalis website](#) you can find more information about the IPAP insurance.

3.4. EXCHANGE OF FOREIGN DRIVING LICENSE

Sometimes you can convert your foreign driving license into a Dutch one. There are conditions which are applicable in specific circumstances.

DRIVING LICENSE FROM EU/EEA OR SWITZERLAND

A driving license from an EU/EEA member country or Switzerland remains valid for up to 10 years when you move to the Netherlands. You may convert your foreign driving license to a Dutch one during this time. To do so, submit an application with the municipality.

DRIVING LICENSE FROM OUTSIDE EU/EEA OR SWITZERLAND

A driving license that was issued outside the EU/EEA or Switzerland has limited validity in the Netherlands. When you take up residence in the Netherlands, you may use this driving license for the first 185 days only. In some cases, you will be able to convert your foreign driving license to a Dutch one. To do so, you make an appointment with the municipality.

More information regarding exchange of driving license and appointments can be found [here](#).

3.5. TAX SUPPORT & TAX REFUND

In the Netherlands all employees have to pay tax on their wage, this is called Wage Tax. The tax return period is per calendar year and should be processed each year before 1 May. The Rijnlands Lyceum foundation pays your Dutch tax application support for only the first tax return year. This is applicable to the new recruited staff from outside the Netherlands and a one-time service only. All following tax applications are for the account of the employee.

The application for this will be done by our external tax provider, [Exterus](#). Exterus will inform you further in the special tax presentation usually held in the first quarter of the new calendar year.

3.6. CHILD BENEFIT

Child benefit is an allowance of the government to cover a part of the expenses of raising a child. If you live or work in the Netherlands and you have a child or children under 18, you will get Dutch child benefit. Dutch child benefit is paid by the [Sociale Verzekering Bank \(SVB\)](#), Social Insurance Bank.

Please check the website of SVB (in English) to see if you are entitled to child benefit and how to apply for this. You are responsible to apply for the child benefit yourself by using your DigiD (see [Chapter 5.1](#)).

In case this is applicable for you, you can contact SVB Leiden to request a paper version to be sent to your home address. Tel: +31 71-512 98 20.

3.7. CHILDCARE BENEFIT

In case you and your partner both work, and your child goes to a registered childcare, you can apply for [child care benefit](#). Receipt of this benefit depends on your income and the number of hours you and your partner work. It is paid by the Benefits Office of the Tax and Customs Administration.

You can claim childcare benefit (in Dutch) on the [Tax and Customs Administration's website](#). You only need to claim once. You will then automatically receive the benefit every year. You must inform the Tax and Customs Administration of any changes in your circumstances.

For more information on the conditions for receiving childcare benefit, contact the [Benefits Office of the Tax and Customs Administration](#).

3.8. TRAVELLING IN THE NETHERLANDS

OV-CHIPCARD

An OV-chipcard allows you to travel on any train, bus, tram or metro in the Netherlands. Especially if you want to get a subscription, discount product, travel first class or rent an OV bicycle you need to get a [personal OV-chipkaart](#). If you use public only occasionally it's better to just use OV Pay.

If you purchased your OV-chipcard from NS, then your card is automatically activated, and you can immediately travel with NS in 2nd class. If you purchased your OV-chipcard from another retailer, then you must first activate your card at an NS ticket machine. There are several ways to activate your card at the machine, including topping up the balance. You can then travel with NS in 2nd class. If you would like to travel 1st class or take advantage of the combined travel discount, you can also arrange that at the NS ticket machine. Click [here](#) for more information.

OV PAY

You can use public transport without an OV-chipcard if you travel second class without discounts or subscriptions by just using your contactless debit card, credit card or mobile phone. This is called [OV Pay](#). You simply hold your contactless debit card, credit card or mobile phone up to the card reader or gate to check in. When you arrive at your destination, check out the same way. Make sure not to forget to check out at your destination!

TAXI AIRPORT

We advise you to take a taxi to your temporary accommodation. In the Netherlands taxis are working under governmental rules and it is safe to travel with a taxi. The costs of the taxi trip will be reimbursed to you from your relocation budget. Please ask for a receipt.