SCHOOL FEE AGREEMENT PRIMARY

Parties

The parties to this agreement are:

a. **Stichting "Het Rijnlands Lyceum", competent authority of The International School of The Hague Primary,** hereinafter "the School", represented by the principal of the School;

b. **Parents/Guardians of 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 (IGBO and IGVO). 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.

Visiting address: Wijndaelerweg 11, 2554 BZ The Hague | Postal address: P.O. Box 52047, 2505 CA The Hague, The Netherlands
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2. Deposit Fee

2.1. A 'deposit fee' of € 1.000 is charged upon acceptance of a student's offered placement.

2.2 The deposit fee must be paid directly when accepting the offered placement.

2.3. The deposit fee is used to deduct funds for any loss or damage caused by a student to school property. This deposit will be refunded when the student leaves the school after settlement of outstanding invoices.

3. Payment

3.1. The annual school fee per school year (1 August 2026 – 31 July 2027) per child is:

Pre-Early Years, EY, EY1	€ 8.500
Y2 – Y4	€ 9.000
Y5	€ 9.100
Y6	€ 9.200

3.2. 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: noreply@wiscollect.nl Stichting Het Rijnlands Lyceum (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.

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3.3 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.

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

3.5. New Parents/Guardians who register their Child/Children during the current school year for a start in the following school year and accept by signing the confirmation will immediately receive an invoice for the first instalment and deposit fee, the full payment of this invoice must be done within 14 days after receiving the invoice.

3.6. When your Child/Children is/are already enrolled, school fees for the next school year 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.

3.7. 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.

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3.8 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%

3.9 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.

3.10 There is an annual indexation of 2% per school year. The School has the right to implement a higher percentage of indexation if the School deems it necessary and the participation council has been informed upfront.

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4. Withdrawal prior to start date

4.1 Withdrawal of newly admitted students prior to the start date; if Parents/Guardians withdraw their child/children after accepting the placement and after payment of the first instalment and the deposit fee, but before the official start date of the school year, the following conditions apply:

4.1.1 The deposit fee will be fully refunded upon withdrawal after settlement of any outstanding invoices.

4.1.2 If the withdrawal is received more than 60 days before the official start date, 50% of the first instalment will be refunded.

4.1.3 If the withdrawal is received 60 days or fewer before the official start date, 25% of the first instalment will be refunded.

4.1.4 Withdrawals of newly admitted students must be submitted in writing to the Admissions Office. The date the written notice is received by the school will be considered the official withdrawal date.

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5 Deregistration

5.1 When your Child/Children is/are already enrolled; termination of the agreement for the next school year has to be done by deregistration of the child/children before the 1st of March of each school year.

5.2 If Parents/Guardians deregister for the next school year after the 1st of March but before 1st August, Parents/Guardians will owe the following percentages of the fee due for the next school year. The date on which the completed withdrawal form is received by the school is decisive.

In March, before the 1st of April	10% of next years' school fee
In April, before the 1st of May	15% of next years' school fee
In May, before the 1st of June	20% of next years' school fee
In June or July, before the 1st of August	25% of next years' school fee

5.3 Parents/Guardians understand and respect that the earlier the cancellations are known, the sooner the Admissions Department can offer places for new applications. This gives clarity and security to new Parents/Guardians and prevents the school from starting the new school year with empty spots.

5.4 Parents/Guardians can cancel the agreement at any time by deregistering the child/children from the 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.

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5.5 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%

5.6 Parents/Guardians have no right of suspension (*in Dutch: opschorting*) and setoff (*in Dutch: verrekening*).

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6. Parent badges

6.1 For security reasons it is necessary for the Parents/Guardians to identify and register 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.

6.2. Replacement badges will cost € 10 per piece.

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