

Primary School Standard Terms and Conditions 2016-2017 **Category I Pupils**

European School The Hague *Rijnlands Lyceum*

Please take the time to read all the clauses in this document, and ensure you fully understand them as it is a legally enforceable contract between you and the European School The Hague *Rijnlands Lyceum*.

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.

Admissions

Category I pupils have the right to apply for admission to the school throughout the school year.

Educational Support Policy

For pupils with any type of educational or behavioural difficulty, parents will need to provide complete documentation of their child's academic history, psychological/educational evaluations and details of extra academic/specialist support they have had or are currently receiving. The school reserves the right to contact previous schools or professionals involved with the pupil in order to provide details relevant to his/her education and well-being. Once the application information is complete, the directorate will assess the application and decide if the school can accommodate the pupil.

The School will do whatever possible to meet a pupil's special educational needs (for example dyslexia and dyscalculia), however situations might occur in which it will be impossible for the school to offer education that meets the needs of a pupil or to avoid situations in which it would be detrimental to the learning environment of other children. In those situations other solutions must be found, either outside the European school or within the school with the support of an external specialist, which could lead to financial consequences for parents.

Annual School Fees

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 *01-08-2013 C (2013) 4886 final*.

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.

Primary School Fees 2016-2017 € 6265

These fees are payable in return for education provided at The European School The Hague as specified in the annual School Guide.

Additional Costs

To enrich the school programme and the school as a community, ESH organises extra educational activities, for which parents are invoiced. These additional costs, which are in line with what the school has agreed upon with the European Agencies and Institutions, can differ from year to year, but will never exceed the maximum amount of €180 per pupil per school year. At the beginning of the school year, parents will receive a list of the expected trips and an overview of these additional costs. This overview is to be considered as an addendum to this STC document and is the basis for the invoice, issued to parents twice per school year (at the end of the first semester and at the end of the school year). The school will not send new invoices or refund any differences.

Lunch Time Supervision

All pupils remain on the school premises during their lunch break. They are supervised by a team of Lunch Time Supervisors, which parents are invoiced for once per school year. The cost is €150 per pupil 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.

Please note: The above mentioned amounts do not include daily bus transport, canteen lunches or the school camp in Primary Year 5.

Payment Options

1. One payment after receipt of an invoice: to be paid within 30 days of receipt. *If payment has not been received by the 1st of July 2016, your child's place in our school will no longer be guaranteed.*
2. Payment in instalments: this is only possible via direct debit. Automatic withdrawals from your bank account will be performed on approximately the 30th of June 2016, 30th of September 2016, 30th of November 2016 and 31st of January 2017 respectively. Each instalment will represent 25% of the total amount for school fees. After the 30th of November 2016, payment in instalments is no longer possible and parents will receive a single invoice for the total amount.

Bank Details

Name of Bank: ING Bank
IBAN: NL85 INGB 0669461741
BIC: INGBNL2A
In the name of: Stichting Het Rijnlands Lyceum, Wassenaar

School fees must be paid in advance. Failure to pay the fees will result in legal proceedings against the debtor. Certificates, transcripts and diplomas will be withheld and the school will start an expulsion procedure, until debts are cleared. Any non-payment of fees will be placed in the hands of an official debt collector and all costs charged to the parent/guardian. Failure to pay fees from the previous academic year(s) will result in an automatic refusal of a school place for subsequent years.

Withdrawal from School

Formal notice of withdrawal needs to be provided at least 60 days in advance, by submitting a Withdrawal Form. This form can be downloaded from the school's website, or requested at the administration office. Failure to do so will result in fees continuing to be charged.

By the 17th of May 2016 current parents must either return a completed method of payment form, or submit a Withdrawal Form if the pupil will not return to school after the summer holiday.

School Fees

Entrance into School	Percentage of School Fees
August	100%
September	100%
October	90%
November	80%
December	70%
January	60%
February	50%
March	40%
April	30%
May	20%
June	10%
July	10%

Withdrawal from School	Percentage of School Fees
August	50%
September	50%
October	50%
November	50%
December	50%
January	60%
February	70%
March	80%
April	90%
May	100%
June	100%
July	100%

Confidential Information

It is the School's legal duty to provide information requested by the Dutch Ministry of Education. We also have to provide information to the relevant European Institutions about enrolled pupils. This information is sent in accordance with the official data protection procedure designed and used by the European Commission.

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 486, 2240 AL Wassenaar
 The Netherlands

Tel: (071) 573 0914
 Email: invoice@rijnlandslyceum-csb.nl