

## **Primary School Standard Terms and Conditions 2016-2017 Category III 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 III pupils are those pupils who have not been classified as Category I pupils. These pupils will 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 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.

### **Registration Fee**

A non-refundable registration fee of €300 is to be paid in order to be considered for admission. The fee will only be refunded if the school does not have a place available for the pupil and parents do not wish to have them placed on the waiting list for future admission, or if the pupil cannot be admitted by the School. If a place is offered and parents decline, the registration fee will not be refunded.

### **Waiting list**

Category III pupils who have been placed on the waiting list will remain on the waiting list to be considered for placement until either the school offers a place, or the parents decide to remove them from the waiting list. Admissions will contact the parents when a place becomes available.

### **Bank Details for the Registration Fee**

ING Bank Account: Stichting Het Rijnlands Lyceum, Wassenaar  
IBAN: NL23 INGB 0664 8486 64  
BIC: INGBNL2A  
Note: ESH PRIM : Name (pupil)

**Please note that this bank account number is for the registration fee only.**

### **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*.

Primary School Fees 2016-2017                      € 6265

The 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 1<sup>st</sup> 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 30<sup>th</sup> of June 2016, 30<sup>th</sup> of September 2016, 30<sup>th</sup> of November 2016 and 31<sup>st</sup> of January 2017 respectively. Each instalment will represent 25% of the total amount for school fees. After the 30<sup>th</sup> 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 17<sup>th</sup> 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](mailto:invoice@rijnlandslyceum-csb.nl)