



Standard Terms and Conditions

Academic Year 2019-20

Annual School Fees Primary Students

Financial Obligations on enrolment 2019-2020

School Fee	KG1-Grade 5
Total School Fee existing students	4381
*Application Fee	250
**Deposit new student (refundable)	500
Total Invoice new students	5131

All stated amounts are in euros

50% of the total school fee is non-refundable for students leaving during the academic year. Students leaving ISUtrecht are required to clear all obligations before final records are released to the next school.

What does the fee include?

The school fee covers all educational costs and includes field trips, activities and excursions, as well as Parent Support Group activities. The fee excludes additional charges for specialist learning support, after school clubs or mother tongue lessons. There will be a separate **excursion fee for Grade 5** (€100-150).

For new students

* For registration of new students, we charge a once only non-refundable registration fee.

**An initial deposit of €500 per student is charged upon starting at ISUtrecht. This deposit is refundable when the student leaves school and all obligations have been fulfilled.

Annual School Fees Secondary Students

Financial obligations on enrolment 2019-2020

International Baccalaureate Programme	Middle Years Grade 6	Middle Years Grade 7	Middle Years Grade 8	Middle Years Grade 9	Middle Years Grade 10	Diploma Programme Grade 11	Diploma Programme Grade 12
Total School Fee	5477	5477	5477	5477	5477	6242	6242
Laptop Fee	400	400	400	400	400	400	400
DP examination and MYP e-exam costs					700		800
*Registration Fee	250	250	250	250	250	250	n.a.
**Deposit new student (refundable)	500	500	500	500	500	500	n.a.
Total Invoice existing (including laptop fee) students	5877	5877	5877	5877	6577	6642	7442
Total invoice existing students after laptop contract completion	n.a.	n.a.	n.a.	5477	6177	6242	7042
Total invoice new students	6627	6627	6627	6627	7327	7392	n.a.

All stated amounts are in euros

50% of the total school fee is non-refundable for students leaving during the academic year. Students leaving ISUtrecht are required to clear all obligations before final records are released to the next school. (see table on page 7)

What does the fee include?

The school fee covers all educational costs and includes field trips, activities and excursions, as well as Parent Support Group activities. The fee excludes additional charges for specialist learning support, after school clubs or mother tongue lessons. There will be a separate **excursion fee for Grades 6-11** (between €350- €500 depending on destination). Exchange trips (optional) will involve further costs, depending on the destination.

For new students

* For registration of new students, we charge a once only non-refundable registration fee.

**An initial deposit of €500 per student is charged upon starting at ISUtrecht. This deposit is refundable when the student leaves school and all obligations have been fulfilled.

MYP e-assessment

From 2018, external moderation of the MYP personal project is mandatory. The ISUtrecht also registers for MYP eAssessment in a sufficient number of subjects to provide students with an internationally recognised IBMYP certificate if they meet the success criteria in these externally monitored assessments.

Laptop

Students in grades 6 -12 are assigned a laptop for home use. A separate charge of €400 is made for three years in total after which the laptop becomes the property of the contract holder. Parents will receive a separate laptop contract. After 3 years, in accordance with the agreement, the laptop becomes your property. There is the option to sign up for another 3-years-laptop agreement and obtain a new laptop. For students leaving before the three-year contract has ended, there is the option to purchase the laptop. Contact ICT coordinator for further details.

Laptop fee includes

1. a Mac Book air computer (see laptop agreement for details)
2. licensing of all relevant software needed to access the curriculum.
3. a contribution to a limited laptop repair pool however in addition parents are strongly advised to insure.

School fees - General information

The Standard Terms and Conditions are established to support continuity of education and care and to enable the school to plan effectively.

All parents, upon applying for the ISUtrecht are required to sign that they have read understood and agreed with the Standard Terms and Conditions.

School fees are established annually for the following academic year, taking into account, amongst other considerations, indexing/inflation.

In addition, the school reserves the right to further adjust the school fee in order to accommodate changes in state funding towards school fees, along with any increases in external examination fees.

Payment preference

The payment preference is for full payment before or on upon arrival at school (electronic). An electronic payment device with all payment options is available at school.

Before arrival at the school, you will have been sent a financial and student registration link. Upon full completion of the link, students will be able to start school.

The financial section of the link will inform you of the payment options:

- Full payment by parent within 14 days after receipt of invoice
- Full payment by company within 14 days after receipt of invoice
- Full payment by direct debit
- Payment by direct debit in instalments

Please note parents are at all times financially responsible for school fee payment.

Instalments

Payment by instalments is not an option for parents with students starting at ISUtrecht in October. Please note there is an administration charge of €10 for direct debit payments. Full fee settlement to be made by December 2019.

Instalment overview

25% by end of Sept

25% by end of Oct

25% by end of Nov

25% by end of Dec

Direct debit

For all direct debit transactions, the following creditor's ID will appear on your bank statement NL58ZZZ553508440000

Non-payment

Should the direct debit fail the direct debit agreement could be terminated unilaterally. Outstanding debts will be transferred to a debt collection agency.

Any non-payment of fees will be transferred to the external debt collector and all costs charged to the parent/guardian. The ISUtrecht may then refer the student(s) concerned to the national educational system.

Amount of the fee to be paid	Tuition commencing
Full amount	August
Full amount	September
90%	October
80%	November
70%	December
60%	January
50%	February
40%	March
30%	April
20%	May
10%	June
10%	July

School fee reduction

School fees are reduced for families with three or more children.

School fee reduction third child	30%
School fee reduction fourth child	40%
School fee reduction fifth child	50%

Withdrawal from the school

Unless full notice is given in writing and 60 days in advance, fees will continue to be charged. Parents are required to collect and submit a [leaving form](#) to the school office.

ISUtrecht requires a minimum of 60 days' notice to complete the process.

Unless full notice is given via the leaving form, the fees will continue to be charged and the deposit paid as part of the first invoice upon starting the school will not be returned.

Payment due (refund upon departure based on this table)	Tuition terminating in
50%	August
50%	September
50%	October
50%	November
50%	December
60%	January
70%	February
80%	March
90%	April
100%	May
100%	June
100%	July

Re-enrolment

Each year the school will ask for commitment (binding advice) as to whether your child or children are going to be enrolled at the school the following year. This re-registration normally takes place around April.

Use of photographs and video footage

At the International School Utrecht, we use photographs and video footage to share our teaching and learning with the whole school community. The school may take photographs or record videos during whole school activities, class activities, excursions, workshops and school trips. Your child(ren) may appear in these pictures and/or videos. The school may also grant access to the media, or other related third parties (e.g. the municipality of Utrecht, the Dutch International Schools, Utrecht Region) to take photographs or record videos for publication.

To comply with the General Data Protection Regulation (GDPR) we ask all our parents for their consent before the school or related third parties use any images of their child(ren). Students aged 16 and over are required to personally state their consent.

The consent form is part of the application and is valid for the duration your child(ren), or students aged 16 and over remain at the ISUtrecht.

Please note that consent given can be withdrawn at any time, by contacting the school. (please send an email to: Ingrid.schmoutziguer@isutrecht.nl). Without a signed consent form the school will not use any images of your child(ren) or students aged 16 and over.

Confidential Information

For security purposes, ISUtrecht has security cameras in operation on the school premises. These images will be stored for a limited period of time and will only be referred to should circumstances necessitate viewing.

Parents accept that it is the school's legal duty to provide requested information to Government Ministries. This is usually information relating only to age and nationality.