

# Standard Terms and Conditions

## Academic Year 2021-22

### Annual School Fees Primary Students Financial Obligations on enrolment 2021-2022

School Fee	KG1-Grade 5
Total School Fee existing students	4558
*Deposit new student (refundable)*	750
Total Invoice new students	5308

All stated amounts are in euros

### Annual School Fees Secondary Students Financial obligations on enrolment 2021-2022

International Baccalaureate Programme	Middle Years Grade	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	5699	5699	5699	5699	5699	6494	6494
Laptop Fee	400	400	400	400	400	575*	575*
DP examination and MYP e-exam costs					110		800
*Deposit new student (refundable)	750	750	750	750	750	750	n.a.
Total Invoice existing students (including laptop fee)	6099	6099	6099	6099	6209	7069	7869
Total invoice existing students after laptop contract completion	n.a.	n.a.	n.a.	5699	5809	6494	7294
Total invoice new students	6849	6849	6849	6849	6959	7819	n.a.

All stated amounts are in euros

\* For new students entering the Diploma Programme, a 2 year laptop contract is offered. Alternatively, the laptop can be purchased for a one-off payment of €1100.

## 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 home language lessons, Pamoja and excursions with overnight stays (grades 5-11).

## Fees new students

For registration of new students, we charge a once only non-refundable registration fee. This €250 euro fee is part of the application procedure, and this fee is non-refundable.

\* The deposit of €750 is invoiced at the application stage. This deposit is only refundable when the student leaves school and all obligations have been fulfilled. Only when financial obligations are fulfilled will final records be released to the next school.

## MYP e-assessment

At the ISUtrecht, external moderation in grade 10 of the Middle Years Programme (MYP) is mandatory for the Personal Project, and the Interdisciplinary Assessment. All students are registered for these subjects. After consultation and agreement with the MYP coordinator, students are encouraged to register for further externally moderated subjects leading either to the award of MYP courses or the full internationally recognised MYP Certificate. Depending on the package opted for, a further invoice will follow at the end of the first term.

## 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. Laptop fees include a MacBook Air computer (see laptop agreement for details) and licensing of all relevant software needed to access the curriculum. For new students entering the Diploma Programme, a 2 year laptop contract is offered. Alternatively, the laptop can be purchased for a one-off payment of €1100.

In accordance with the laptop agreement, the laptop becomes your property after all instalment payments have been settled. There is the option to sign up for another 3-year-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 the ICT coordinator for further details. 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. New students entering the DP are offered a 2 year laptop contract

## School fees - Finance form & invoicing

All families are required to complete the finance form as part of the enrolment/re-enrolment procedure. This re-enrolment procedure takes place every year for all parents in April.

Regular invoices will be sent in July and are due for payment in September.

These are the options to choose from;

- 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.

## Early Bird Discount

New this year, parents may choose for an Early Bird discount, for invoice completion within 14 days of re-enrolment. This option will appear for a limited time at the initial re-enrolment stage, as one of the options within the finance form (within the individual OpenApply checklist). If selected, parent will receive an invoice with a EUR100 Early Bird discount.

## Instalments

Payment by instalments is only an option for parents with students starting at ISUtrecht at the beginning of the academic year (September). Please note there is an administration charge of €10 for direct debit payments. Full fee settlement to be made by December 2021.

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 ID will appear on your bank statement  
For secondary student invoices NL16ZZZ301996040000  
For primary student invoices NL28ZZZ301893950000

## School fees for arrivals after September

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%

## Bank details – primary grades KG-grade 5

IBAN: NL28RABO0182469549

BIC: RABONL2U

Bank Address: Rabobank Utrecht, Beneluxlaan 31-33, 3526 KK Utrecht

All payments should clearly display the full name of the student and the parent names.

## Bank details – secondary grades 6-12

IBAN: NL04RABO0356552195

BIC: RABONL2U

Bank Address: Rabobank Utrecht, Beneluxlaan 31-33, 3526 KK Utrecht

All payments should clearly display the full name of the student and the parent names.

## 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.

## Withdrawal from the school during the year

We ask all families to request and submit a leaving form to the main school office by contacting info@isutrecht.nl. The date of receipt of this form is the 'date of notification'.

Partial reimbursement of school fees depends on the month of departure, outstanding fees, and unreturned school materials. Partial reimbursement of school fees can be given in some cases; 50% of the total school fee is non-refundable for students leaving during the academic year. At least 60 days advanced notification is needed - and sometimes this may mean a reimbursement (see next page).

Notification deadline	Fee Reimbursement	Tuition terminating
Before 1 November	50%	August - December
November	40%	January
December	30%	February
January	20%	March
February	10%	April
March	0%	May - July

## Re-enrolment existing families

The re-enrolment procedure for existing families takes place in April. The procedure includes the completion of enrolment, medical, and financial form. Within the finance form, the payment options are outlined.

Families who re-enrol for 2021-2022 are no longer eligible for the return of the deposit should they decide to leave after re-enrolment. .

## Enrolment new families

Once families have been accepted, they will be sent an invoice for the deposit. Upon acceptance of a place, families are no longer eligible for the return of the deposit should they decide to not take up the accepted place.

## 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 and wider community. Photographs and video footage will also be used for PR and marketing. The school may also grant access to the media, or other related third parties (e.g. the municipality of Utrecht, the Dutch International Schools, International Welcome Centre 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 from grade 11 onwards are required to personally state their consent. The consent form is part of the application process and is valid for the duration of the enrollment of your child(ren) at the ISUtrecht. DP students will be asked to fill in a consent form during a mentor lesson at the start of each academic year.

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).

## 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.

## Standard Terms & Conditions - General

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, indexation. 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.