



## STANDARD TERMS AND CONDITIONS FOR NEW STUDENTS

### ACADEMIC YEAR 2020-2021

International School Delft warmly welcomes students of all nationalities, faiths, beliefs and cultures.

Students may qualify for a place at the International School Delft if <sup>1</sup>:

- A. The student has a non-Dutch nationality/is a foreign passport holder and one of the parents/legal guardians is employed in The Netherlands for a period of time; or
- B. The student has Dutch nationality and has lived and attended school abroad for at least two years because one of the parents/legal guardians was stationed abroad.
- C. The student has Dutch nationality and has a parent/legal guardian (with whom the student will be living) who will be stationed abroad within two years and for at least two years (this should be supported by a written statement of intent by parent or employer).

Admission to the International School Delft (ISD) is dependent upon the school programme being appropriate for the applicant's needs and places available. ISD Primary offers the IB Primary Years Programme (IB PYP) and Secondary offers the IB Middle Years Programme (IB MYP).

Whether the school is appropriate for the student is determined by previous school reports, personal interviews, details of any Special Educational Needs and contact with previous school(s).

In 2020-2021, at the secondary school, MYP years 1, 2 and 3 will be open to students with a wide range of abilities, who can prove that they are able to follow the IB MYP curriculum. Where appropriate, applicants will be required to take entrance testing.

Prospective parents should complete the forms on our online Admissions tool, called OpenApply at: <https://isdelft.openapply.com>

Parents/guardians will be asked to set up an account in OpenApply which will enable them to login and view the status of their application process. It will also enable parents/guardians to upload the required documents, such as a copy of the student's passport and reports from previous school(s), where applicable.

#### **Registration Fee\***

The registration/application fee of €250 should be transferred to the ISD Registration Fee bank account. Proof of payment of the fee should be uploaded together with the application documents. The school is in the process of setting up an online payment system for the registration fee which, when completed, will be incorporated into the online enrolment process.

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<sup>1</sup> Admission to the Dutch International School is subject to conditions in accordance with Dutch legislation.



Through OpenApply, the school will confirm the receipt of an application. An admission interview will be arranged on location or via Skype. Admission to the school will be confirmed only once it has been established by the Head/Deputy Head for primary or the Director/Deputy Head for secondary school.

Final confirmation of placement will be sent within 6 weeks of the receipt of the completed application documentation.

### **Annual School Fees and Costs for Primary Students Financial Obligations on Enrolment 2020-2021**

<b>Annual School Fee</b>	<b>4,200.00</b>
Registration fee (once-only, non-refundable) for new students*	250
Deposit (once-only, refundable) for new students**	500
Various activities, incl. school photos	Charged per event

### **Annual School Fees and Costs Secondary Students Financial Obligations on Enrolment 2020-2021**

<b>Annual School Fee</b>	<b>5,830.00</b>
Registration fee (once-only, non-refundable) for new students*	250
Deposit (once-only, refundable) for new students**	500
School visits and educational trips	200
Trip abroad	n/a as yet
Yearbook and school photos	40
Examination fees	n/a as yet
Technology fees*** - laptop	295
- software	40

All stated amounts are in Euros

The fees and costs exclude additional charges for specialist learning support, after school clubs or mother-tongue lessons.

#### **\* Registration Fee**

For registration of new students, the school charges a once-only, non-refundable registration fee of €250.

#### **\*\*Deposit**

An initial deposit of €500 is charged to all new ISD students. This deposit is refundable on leaving ISD when all obligations have been fulfilled.

#### **\*\*\*Technology Fee**

There will be technology fees of €295 and €40 for all new students at ISD Secondary. These fees include a MacBook as well as software, i.e. Adobe suite, Zulu desk and Education Perfect.



### **Invoicing and Payment**

For the school fees and additional fees, the school sends invoices to all parents /guardians via email through the invoicing system, WisCollect. The invoices can be downloaded and the status of the amounts charged may be viewed online by the parents/guardians through a link which they will receive. Payments can be made online via iDeal (preferred) or by bank transfer to one of the following bank accounts.

For the school fees only, there is the possibility for payment by instalments. The number of instalments will depend on when the student joins the school. The fees should be paid in full by 28 February 2021. A request for payment by instalments should be sent to [finance@internationalschooldelft.org](mailto:finance@internationalschooldelft.org). Parents will receive a confirmation with a payment plan from WisCollect.

**!!Please note that this bank account is for payment of the registration fee only!!**

### **Bank Details for the Account for Payment of the Registration Fee**

The bank account details are as follows:

Name of Bank: ABNAMRO Bank  
School Account: NL74 ABNA 0872297918  
Swift/BIC code: ABNANL2A  
Make Payable to: Stichting Lucas Onderwijs inz. International School Delft (ISD)

**All payments should clearly display the student's name.**

### **Technology**

Secondary students in MYP years 1, 2 and 3 will be using a MacBook for work both at school and at home. The technology fee for the MacBook is €295 p.a. for a period of three years. Students and parents/guardians will be required to sign a contract with ISD regarding the use of the MacBook. After the three years, the MacBook will become the property of the student. The technology fee for the software, which includes use of Adobe suite, Zulu desk and Education Perfect, will be €40 per year.

### **School Fees: general information**

The 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, such as in state funding towards school fees, any increases in external examination fees, extension of facilities, programmes offered.

### **Acceptance Form**

All parents/guardians are expected to complete an 'Acceptance' form. This form should be completed, signed and returned upon the student being offered a place. The form is like a contract of acceptance of the Standard Terms and Conditions 2020-2021, including the financial obligations.



### Fee Payment Schedule

The following table outlines the schedule of fees to be paid when joining ISD at different times in a school year.

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

### Non-payment

Any non-payment of fees will be transferred to an external debt collector and all costs charged to the parent/guardian. International School Delft may then refer the student(s) concerned to a national public school programme. NB. admission to these schools is not automatic.

### Withdrawal from School and Refund Policy

Unless full notice is given in writing and 60 days in advance, fees will continue to be charged. Parents of students who are withdrawing, are required to collect and submit a leaving form to the school office. Students leaving ISD are required to clear all obligations before final records are released to the next school and the deposit is refunded.

Refund (upon departure based on this table)	Tuition terminating in
50%	August
50%	September
50%	October
50%	November
50%	December
40%	January
30%	February
20%	March
10%	April
0% - no refund	May
0% - no refund	June
0% - no refund	July



### **Confidential Information and Data Privacy**

The school complies with the Dutch legislation on privacy, but it is ISD's practice to show photographs and video footage of school activities and events on its website, in various school publications and on social media. The school may also include them in press releases and advertising.

To give permission to use images for this purpose, you will be asked to sign a photo release form. Permission can be withdrawn in writing at any time, but not retrospectively.

For security purposes, International School Delft could have 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 data requested by the Government and official other authorities. However, this information will be limited to what is necessary to fulfil the legal obligations.