



# STANDARD TERMS AND CONDITIONS FOR STUDENTS TRANSFERRING FROM ISD PRIMARY TO ISD SECONDARY

ACADEMIC YEAR 2022-2023

## **Re-registration**

It is important that parents/guardians of students at international schools agree with the Standard Terms and Conditions, including the financial obligations. This is done by re-registration.

Although ISD Primary and Secondary operate as one school, according to Dutch legislation, they are two separate schools. Therefore, students transferring from ISD Primary to ISD Secondary have to register as a new student of the secondary school and submit a copy of their passport.

In 2022-2023, the secondary school, MYP years 1, 2, 3, 4 and 5 will accept students who will be able to follow the IB MYP curriculum, as determined by reports from and contacts with the primary school.

## **The Online Admissions System OpenApply**

Parents/guardians of students transferring from the primary to the secondary school should register their child online in OpenApply.

Through Admissions, parents/guardians will receive an email with a link from OpenApply. Through this link, parents/guardians will be able to view the status of the registration process. It will also enable parents/guardians of transferring students to upload the required document - the copy of the student's passport.

## **School fees: General Information**

The school fees are established annually for the following academic year, taking into account, among 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 and programmes offered.

## **Confidential Information and Data Privacy**

The school complies with the Dutch legislation on privacy, but it is the school'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 Permission can be withdrawn in writing at any time, but not retrospectively.

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 requirements.



### 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 may be downloaded and the status of the amounts charged may be viewed online by the parents/guardians through the link which they receive. Payment can be made online via iDeal (preferred) or by bank transfer to the bank account on the invoice.

### Instalment Option

For the school fees only, there is the possibility for payment by instalments. The number of instalments depends on when the student joins the school, but the maximum number of instalments is 8. The condition for payment by instalments is that the payments are made on the due dates in accordance with the payment schedule provided by the school and WisCollect. For those parents paying in instalments, the fees should be fully paid by 28 February 2023. Any 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.

## SCHOOL FEES

### SECONDARY

MYP 1-5

<b>Annual School Fee</b>	<b>6,055</b>
Student expenses (incl. hoodie, sports shirt, yearbook, school photos)	60
Technology fees** - laptop with contract in school year 2022-23 (including insurance)	430
Deposit*	500

MYP 1

School activities: curriculum-related trips and camps	250
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All stated amounts are in Euros

Unforeseen trips and activities may occur throughout the academic year for which additional costs will apply.

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

#### \* Deposit

The deposit for all new students, including students transferring from primary to secondary school, was introduced in the school year 2019-2020 in Secondary and in 2020-2021 in Primary. This deposit is a once-only charge and is refundable on leaving ISD when school property has been returned and there are no outstanding financial obligations.

If the deposit was paid in Primary, it will be automatically transferred to Secondary.

#### \*\*Technology in Secondary

Secondary students in MYP years 1, 2, 3, 4 and 5 will be using a MacBook for work both at school and at home. Students and parents/guardians will be required to sign a contract with ISD regarding the use of the MacBook. The technology fee for the MacBook is payable for a period of three years. After the three years' period, the MacBook will become the property of the student. From the school year 2021-22, the new MacBooks include a 4-year insurance (see the MacBook contract).



**Fee Table**

**For international schools, the amount of the annual fees cannot be divided into 12 equal monthly amounts.**

The following table shows the 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 may be transferred to the 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**

Parents of students who are withdrawing are required to download and submit a leaving form to the school administration. Unless full notice is given by submitting the completed leaving form 60 days in advance, fees will continue to be charged. 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