

Standard Terms and Conditions School Year 2018-2019

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 IPS Hilversum, ViolenSchool.

ENTRY TO THE SCHOOL

Parents meet the criteria for entry to IPS Hilversum as a state subsidised Dutch International School.

For students 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. Parents will also grant permission for the school to contact previous schools or professionals involved with the child in order to provide details relevant to the child's education and well-being. Once the application information is complete, the school's Admissions Team will evaluate the application and decide if the school can accommodate the student.

Failure to disclose information to the school relating to a child's existing learning or behavioural difficulties may jeopardise your child's school place.

If a personal educational assistant is deemed necessary by the school, the full costs for the assistant will be paid by the parents. If, after a period of no less than six weeks in school, we feel we cannot meet the academic, social-emotional or physical needs of your child, we reserve the right to recommend a transfer to an establishment that we, IPS Hilversum, believe can better accommodate these needs.

The school has three fee structures:

1. **Application fee** – For all new admissions. Non-refundable providing a place is offered.
€ 250 payable per student before admission can be processed.
2. **Continuation fee** – For students extending their placement into the next academic year. Non-refundable.
€ 250 payable per family and deducted from the eldest child's annual tuition fee.
3. **€ 3 650 Annual tuition fee** per student – Payment conditions on page 2.

Application and continuation fees must be paid in advance. See further section '**PAYMENT**'.

ADDITIONAL COSTS

IPS Hilversum has no other additional fees to the three given above. These cover all tuition costs, excursions and lunchtime supervision. Exceptions are speech therapy and motor-skills therapy, for which the fees are the responsibility of the therapists. The school plays no financial role in this.

ANNUAL TUITION FEES

IPS Hilversum is a partially-subsidised Dutch International School. Legally the school shares the licence of the Violschool and therefore receives subsidies from the Dutch government. As the subsidies received from the Dutch government for the school represent only a part of the costs needed to run the international department, the school charges tuition fees.

This will ensure quality international education by providing, for instance, small group size, second language teaching and special needs support as specified in the School Guide 2018-2019, but also provide for translations, purchasing international learning aids, etc.

PAYMENTS

Application fees must be paid for each child before admission can be processed.

The continuation fee per family for 2018-2019 must be paid before 1 June 2018. This €250 fee is non-refundable but is deducted from the annual tuition fee for the **eldest child** in 2018-2019

IF PAYMENT FOR THE ANNUAL SCHOOL FEE 2017-2018 HAS NOT BEEN RECEIVED BY 1ST JUNE 2018 YOUR CHILD'S PLACEMENT WILL NO LONGER BE GUARANTEED FOR SCHOOL YEAR 2018-2019.

For the annual school fee for 2018-2019 there are two invoice options; Invoice to the parents or invoice to a company. If your choice is for your employer, you must have your employer complete, sign and return the 'Company Payment Form'. Without a fully completed and signed 'Company Payment Form' we will send the invoice in the name of parents / guardians of the student.

For continuation or enrolment with the first school day on or before 1 October 2018.

A minimum total payment of **€ 1,825.00** (50%) must be made before **31 December 2018**.

For enrolment with the first school day **after** 1 October 2018.

A minimum payment of **€ 1,825.00** must be made within 30 days of the invoice date.

For enrolment with the first school day after 31 December 2018.

Payment must be made in full within 30 days of the invoice date.

Payment of the application fee is built into the school's online admission system and you will automatically receive an invoice when all necessary documentation has been uploaded.

For payment of the fees, you must use the school account as detailed below.

For the continuation fee, the code **C2018** and the **family name** should be shown on the payment. For the annual tuition fee, the **invoice number and family name** should be shown on all payments into the school account to ensure identification.

The school bank account details:

Bank: **Van Lanschot Bankiers in Zeist**

Account holder: **Stichting Basisonderwijs Hilversum**

Account number: **225.228.742**

IBAN **NL29FVLB0225228742**

BIC **FVLBNL22**

Payment reference:

Option 1: Continuation fee C2018 and family name - for **current** students only

Option 2: Annual tuition fee Invoice number and family name

By placing your child with IPS Hilversum you automatically accept responsibility for payment of the annual tuition fee. Failure in payment will result in the transfer of the child/children concerned to another Dutch primary school within 'Openbaar' primary education Hilversum.

INSTALMENT PAYMENTS *

Parents are offered the opportunity to make regular instalment payments that can be made as follows:

Monthly instalments:

This would be € 1,825 spread over four instalments from September to December 2018

Followed by € 1,825 spread over five instalments from January to May 2019

Any final instalment must be received before 31 May 2019.

Four instalments:

Two of €915 before 31 December 2018 and two of € 910 before 31 May 2019

Two instalments of € 1,825

The first paid before 31 December 2018 and the second before 31 May 2019

PARTIAL ATTENDANCE DURING THE SCHOOL YEAR 2018-2019

Before a student is withdrawn from school a **minimum of 30 days' notice** must be given in **writing**. Failure to do so will result in fees continuing to be charged and any refund being calculated from the month after written notification.

PART ANNUAL TUITION FEES for those entering during the school year

Tuition fee	First day of attendance:
€ 3 650	1 August to 31 October 2018
€ 3 150	1 November to 31 December 2018
€ 2 650	1 January to 28 February 2019
€ 2 150	1 March to 30 April 2019
€ 1 250	After 30 April 2019

PART ANNUAL TUITION FEES by departure during the school year

Tuition fee	Final day of attendance:
€ 1 250	1 August to 31 October 2018
€ 2 150	1 November to 31 December 2018
€ 2 650	1 January to 28 February 2019
€ 3150	1 March to 30 April 2019
€ 3 650	After 30 April 2019

By situations where a student's first day of attendance is after 1 November and the last day of attendance is before 1 May, parents should contact the school office.

CONFIDENTIAL INFORMATION

It is the school's practice to show photographs and videos of school activities and events on its website and in other school publications. These may also be included in press releases and advertising. Should you wish your child NOT to be featured in any such material, please send a written request to the school principal.

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

CORRESPONDENCE CONCERNING SCHOOL FEES

All correspondence, **quoting invoice number and family name**, should be addressed to:

Address: Finance department
IPS Hilversum
Rembrandtlaan 30
1213 BH Hilversum
The Netherlands

Email: finance@ipshilversum.nl for all questions concerning fees and payment
info@ipshilversum.nl for questions of a general nature

Telephone: +31 35 621 6053

For further information about IPS Hilversum please visit www.ipshilversum.nl

www.ibo.org



IPS Hilversum is an IB World School.
It was authorised as such in January 2000

IPS Hilversum is a member of Dutch International (Primary) Schools in the Netherlands since 1986: International primary and secondary government-subsidised schools in the Netherlands



www.dutchinternationalschools.nl



IPS Hilversum is affiliated to the Stip, Hilversum, the Dutch local school Board for public primary education in Hilversum.

IPS HILVERSUM International
Primary
Education

MAIN OFFICE

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