

## Standard Terms and Conditions School Year 2019-2020

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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, Violschool.

### ENTRY TO THE SCHOOL

Parents must 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 admission's 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 when 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. **€ 3 800 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 fee 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 2019-2020, but also provide for translations, purchasing international learning aids, etc.

## PAYMENTS

A non-refundable application fee must be paid per child before admission can be processed.

The family continuation fee for 2019-2020 must be paid before 1 June 2019. This €250 fee is non-refundable but is deducted from the annual tuition fee for the **eldest child** in 2019-2020.

**IF PAYMENT FOR THE ANNUAL SCHOOL FEE 2018-2019 HAS NOT BEEN RECEIVED BY 1ST JUNE 2019 YOUR CHILD'S PLACEMENT WILL NO LONGER BE GUARANTEED FOR SCHOOL YEAR 2019-2020.**

For the annual school fee 2019-2020 there are two invoice options; Invoice to the parents or 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. As employment situations change, this procedure needs to be completed annually.

For continuation or enrolment with the first school day on or before 1 October 2019.

A minimum total payment of **€ 1,900.00** (50%) must be made before **31 December 2019**.

For enrolment with the first school day **after** 1 October 2019.

A minimum payment of **€ 1,900.00** must be made **within 30 days** of the invoice date.

For enrolment with the first school day after 31 December 2019.

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 **C2019** 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      C2019 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 \*

For enrolments **starting in the first month of the school year**, parents are offered the opportunity to make regular instalment payments that can be made as follows:

### Monthly instalments:

This would be € 1,900 spread over four equal instalments of € 475 up to December 2019 followed by € 1,900 spread over five equal instalments of € 380 from January 2020

**Any final instalment** must be received before **31 May 2020**.

### Four instalments:

Two of € 950 before 31 December 2019 and two of € 950 before 31 May 2020

### Two instalments:

€ 1,900 paid before 31 December 2019 and a second €1,900 paid before 31 May 2020

For enrolments after 1 October € 1 900 must be received before 31 December and the remaining € 1,900 can be spread over five equal instalments of € 380 from January 2020

**Any final instalment** must be received before **31 May 2020**.

For enrolments after 1 January 2020 payment must be made for the full amount due **within 30 days** of the invoice date.

## PARTIAL ATTENDANCE DURING THE SCHOOL YEAR 2019-2020

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:
€ 3 800	1 August to 31 October 2019
€ 3 300	1 November to 31 December 2019
€ 2 800	1 January to 28 February 2020
€ 2 300	1 March to 30 April 2020
€ 1 400	After 30 April 2020

### PART ANNUAL TUITION FEES by departure during the school year

Tuition fee	Final day of attendance:
€ 1 400	1 August to 31 October 2019
€ 2 300	1 November to 31 December 2019
€ 2 800	1 January to 28 February 2020
€ 3 300	1 March to 30 April 2020
€ 3 800	After 30 April 2020

***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 office. [info@ipshilversum.nl](mailto:info@ipshilversum.nl)

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.

After the first school day, parents can be contacted by the class parent representative who will be provided with a family contact email address by the school. Should you wish this information not to be shared in this way please send a written request to the school office.

## 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](mailto:finance@ipshilversum.nl) for all questions concerning fees and payment  
[info@ipshilversum.nl](mailto: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](http://www.ipshilversum.nl)

[www.ibo.org](http://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](http://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

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### MAIN OFFICE

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