



# Standard Terms and Conditions Academic Year 2024–2025

## Financial Obligations on enrolment 2024–25

### School Fees Primary Students

School Fee	KG1–grade 5
Total school fee existing students	4630
Enrolment fee/ Deposit new student	750
Total Invoice new students	5380

All stated amounts are in euros €

### School Fees Secondary Students

International Baccalaureate Programme	Middle Years Grade 6–10	Diploma Programme Grade 11	Diploma Programme Grade 12
School fee existing students	5820	6680	6680
DP examination fee			800
Enrolment fee and deposit new student	750	750	n.a.
School fee new students includes enrolment fee/deposit	6570	7430	7480

All stated amounts are in euros €

### What does the fee include?

The school fee covers all educational costs and includes field trips, activities and whole grade level overnight excursions, as well as Parent Support Group activities organised for students.

### What does the fee exclude?

The fee excludes additional charges for external tuition, School Supported Self Taught language (SSST) tuition and materials, after school clubs, home language lessons, Pamoja, overnight stays that are optional, and MYP e-Assessment (see MYP e-Assessment below).

## Fees – New Students

- A) Application fee  
For new students, ISU charges a non-refundable application fee. This €250 fee is part of the application procedure.
- B) Enrolment fee  
To secure enrolment for your child, the enrolment fee of €750 must be paid in advance.  
This payment serves as your formal acceptance of the place offered and serves as your deposit once your child has started school. It is important to note that the enrolment fee is non-refundable should you decide not to proceed with the accepted place.

## MYP e-Assessment

At ISU, external moderation in grade 10 of the Middle Years Programme (MYP) is mandatory for the Personal Project and the Interdisciplinary Assessment (for students that have been in the IB system for at least 2 years). 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. Invoices are sent later in the academic year.

Amount of the fee to be paid	Costs
Partial e-Assessments (Course)	€60 per subject
Personal Project and Interdisciplinary online assesment	€120
e-Assessment (Certificate) 8 components	€420

## Laptop

All students from grade 6 upwards are expected to have an Apple Macbook for educational purposes. New students and existing students wishing to purchase a new laptop can do this through the webshop Choose-IT <https://isutrecht.choose-it.nl/>. Students are expected to purchase their laptop via this platform before joining the school.

## Finance Form & methods of payment

The finance form needs completing by all enrolling and re-enrolling families.

There are 4 payment options:

- Full payment by direct debit
- Payment by direct debit in instalments (see instalments)
- Manual payment by parent within 14 days of the invoice date
- Manual payment by company within 14 days of the invoice date

Please note, parents have the final responsibility for the school fee payment regardless of any commitment from the employer to pay the fee.

## Instalments

Payment by instalments is only an option for students starting school at the beginning of the academic year (August). Please note there is an administration charge of €10 for payment by instalment. Full fee settlement to be made by December 2024.

Direct debit instalments:

- 25% by end of Sept
- 25% by end of Oct
- 25% by end of Nov
- 25% by end of Dec

## Re-enrolment

The re-enrolment procedure for existing families takes place in April and is finalised by 31 May. The procedure takes place annually and is only finalised once all forms are submitted (finance, consent, medical, and grade 6 eligibility forms).

## Payment by Direct Debit

In all direct debit transactions, the following creditor ID will appear on your bank statement:

Primary student invoices NL28ZZZ301893950000

Stichting Openbaar Primair Onderwijs Utrecht – for primary grades KG – grade 5

Secondary student invoices NL16ZZZ301996040000

Nuovo inzake ISU – for secondary grades 6–12

## 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 invoice number and the student's name.

## 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 invoice number and the student's name.

## School fee reduction

- A) Students arriving after the beginning of the year are given a reduced rate on the school fee in accordance with the table below.

Amount of the fee to be paid	Tuition commencing
Full amount	August, September
90%	October
80%	November
70%	December
60%	January
50%	February
40%	March
30%	April
20%	April, May, June

- B) Families with 3 or more children attending ISU are given a reduction on the school fee of 40% for their third or fourth child.

## 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. ISU may then refer the student(s) concerned to the national educational system.

# Leaving the school

## Leaving during the year

All departing families are asked to complete and return a leaving form to [info@isutrecht.nl](mailto:info@isutrecht.nl). The form will explain how to return school property. 50% of the total school fee is non-refundable for students leaving during the academic year. Partial reimbursement can be given in some cases for families leaving during the school year.

Month of departure	Refund
August - December	50%
January	40%
February	30%
March	20%
April	10%
May - July	0%

## Deposit return

30 days notice is required, via the leaving form, to return the deposit. Only when all financial obligations are fulfilled and school property is returned, will the deposit be reimbursed.

Families who have re-enrolled and then change their minds after 1 June are no longer eligible for the return of the deposit.

If ISU recommends an alternative programme, then you will be eligible for deposit refund.

## Deregistering from the municipality

The municipality attendance officer is responsible for student attendance. This continues for as long as the family is registered in the municipality. All families leaving the school are reminded that they should deregister (*uitschrijven*) from their local municipality (*gemeente*).

Any family not doing so remains the responsibility of the attendance officer (*leerplicht ambtenaar*) who is responsible for the (continuity of) education of all children registered in their municipality. Families leaving the school but wishing to remain registered in the municipality, must apply to the attendance officer to request an exemption (*vrijstelling*).

For further guidance contact

[primary.administration@isutrecht.nl](mailto:primary.administration@isutrecht.nl) or [secondary.administration@isutrecht.nl](mailto:secondary.administration@isutrecht.nl)

# 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 ISU are required to sign that they have read, understood and agreed with the Standard Terms and Conditions.

School fees are updated 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.