



Standard Terms and Conditions Academic Year 2023–2024

Financial Obligations on enrolment 2023–24

Annual School Fees Primary Students

School Fee	KG1–grade 5
Total school fee existing students	4540
Enrolment fee/ Deposit new student	750
Total Invoice new students	5290

Annual School Fees Secondary Students

International Baccalaureate Programme	Middle Years Grade 6–9	Middle Years Grade 10	Diploma Programme Grade 11	Diploma Programme Grade 12
School fee existing students	5710	5710	6550	6550
DP examination and MYP e-assessment		110*		800
enrolment fee and deposit new student	750	750	750	n.a.
School fee new students includes enrolment fee/deposit	6460	6570	7300	7350

All stated amounts are in euros €

What does the fee include?

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

What does the fee exclude?

The fee excludes laptop fees for secondary students. The fee also excludes additional charges for external tuition, after school clubs, home language lessons, Pamoja and excursions with an overnight stay.

Fees – New Students

For new students, ISUtrecht charges a non-refundable application fee. This €250 euro fee is part of the application procedure, and this fee is non-refundable.

The enrolment fee and deposit of €750 must be settled before a student will be enrolled. The payment of this enrolment fee is your confirmation you have accepted the place offered. Please note this enrolment fee is not refunded if the family decides to not go ahead and take up the place offered at the school. After starting at the school this enrolment fee becomes the deposit and is only refundable when the student leaves school and all obligations have been fulfilled.

MYP e-assessment

At the ISUtrecht, external moderation in grade 10 of the Middle Years Programme (MYP) is mandatory for the Personal Project and the Interdisciplinary Assessment. All students are registered for these subjects. 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.

*External moderation is mandatory for two subjects ($2 \times 55 = 110$)

At the beginning of term, the MYP programme leader decides with students on their additional 'package' and a further invoice will follow at the beginning of the academic year.

Laptop

All students from grade 6 upwards are expected to have an Apple Macbook for educational purposes.

Webshop Choose-IT

New students and existing students wishing to purchase a new laptop can do this through the webshop <https://isutrecht.choose-it.nl/>

Students are expected to purchase their laptop via this platform before joining the school.

School laptop contract

Current 'school laptop contract' students will continue to be invoiced for their next instalment, until completion of their final payment, when the laptop becomes the property of the contract holder.

For students leaving before their contract has ended, there is the option to purchase the laptop. Contact the ICT coordinator (itsupport@isutrecht.nl) for further details.

School fees

Finance Form & Invoicing

All families are required to complete the finance form as part of the enrolment/re-enrolment procedure. This re-enrolment procedure takes place every year for all parents in April/May. An invoice will be sent in July and is due for payment at the end of September.

There are four 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 are at all times financially responsible for school fee payment.

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.

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 2023.

Direct debit instalments:

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

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

School fee reduction

School fees are reduced for families with three or more children:

- School fee reduction third child 30%
- School fee reduction fourth child 40%
- School fee reduction fifth child 50%

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

Re-enrolment – existing families

The re-enrolment procedure for existing families takes place in April and is finalised by mid-May.

The procedure takes place annually and includes the completion of various important forms (including financial and medical). Within the finance form, the payment options are outlined.

Leaving the school

We ask all families during April and May (known as 're-enrolment') to let us know their plans for the following academic year. All families informing the school by 31 May of their departure after the academic year, are eligible for the return of their original deposit. Families re-enrolling for the following year and then changing their minds after the re-enrolment deadline, are no longer eligible for the return of the deposit.

Re-enrolment finishes in mid-May and the exact deadline date will be communicated during the re-enrolment period. Only when financial obligations are fulfilled and school property is returned, will the deposit be returned.

Families leaving the school during the school year

We ask all families to complete a leaving form to the main school office by contacting info@isutrecht.nl. You will be sent a leaving form. 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. No reimbursement is possible without the return of the leaving form.

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

Student departure – notify info@isutrecht.nl and complete leaving form with 30 days notice to ensure your deposit can be returned. Only when all financial obligations are fulfilled and school property is returned, will the deposit be returned.

Use of photographs and video footage

At the International School Utrecht, we use photographs and video footage to share our teaching and learning with the whole school community. The school may take photographs or record videos during whole school activities, class activities, excursions, workshops and school trips. Your child(ren) may appear in these pictures and/or videos. The school may also grant access to the media, or other related third parties (e.g. the municipality of Utrecht, the Dutch International Schools, Utrecht Region) to take photographs or record videos for publication.

To comply with the General Data Protection Regulation (GDPR) we ask all our parents for permission via the Consent Form, before the school or related third parties use any images of their child(ren). Students aged 16 and over are required to personally state their consent.

Please note that consent given can be withdrawn at any time, by contacting the school. (please send an email to: Ingrid.schmoutziguer@isutrecht.nl). Without a signed consent form the school will not use any images of your child(ren).

Confidential Information

For security purposes, ISUtrecht has 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 requested information to Government Ministries. This is usually information relating only to age and nationality.

Standard Terms & Conditions – General

The Standard Terms and Conditions are established annually to support continuity of education and care and to enable the school to plan effectively.

All parents, upon applying for the ISUtrecht are required to sign that they have read understood and agreed with the Standard Terms and Conditions.

School fees are established 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.