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SCHOOL FEES POLICY

2022-2023

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info@optimist-international-school.nl
www.optimist-international-school.nl

**OPTIMIST
INTERNATIONAL
SCHOOL**

SCHOOL FEES POLICY

Optimist International School can offer first-class international education at a reasonable cost to families thanks to funding from the Dutch Ministry of Education. In addition, we charge school fees which are set annually, in accordance with Dutch International Primary Guidelines. The tuition fees enable us to keep the class sizes small, to hire staff internationally and to provide a modern, caring, and supportive learning environment.

Optimist International School is a member of DIS, Dutch International (Primary and Secondary) Schools (www.dutchinternationalschools.nl), all of whom are partially funded by the Dutch government. Since this funding does not cover all costs, Dutch International School can charge school fees, within a pre-agreed range, with permission from the Dutch Ministry of Education.

FEES

To process your application an admission fee of €200 and a deposit of €500 is due within 14 days of us confirming a place at our school. The application fee is non-refundable, and the deposit fee is refundable either upon leaving the school and providing all financial obligations have been fulfilled or, should you withdraw from the application process; a notice period of 4 weeks is required, or the deposit will be retained.

The Annual school fee for academic year 2022-2023 is €4960 which covers all educational costs including lunchtime supervision, field trips, activities, and excursions.

By signing this School Fees Policy, you agree to proceed with payments and accept the terms and conditions stated in the Admissions Policy.

We look forward to welcoming you to Optimist International School

Kind regards,

Cheryl Embleton
HR & Business Manager. Assistant Director

SCHOOL FEE STRUCTURE

It is possible to choose how you pay the school fees when your child joins the school.

Option 1 – School fees can be paid in full by one payment for €4960.

Option 2 – School fees can be paid in two equal payments of €2480 made 1 June and 1 December annually.

Option 3 - School fees can be paid in four equal payments of €1240 made 1 June, 1 September, 1 January, 1 May.

If you have any questions regarding school fee, please contact the Admissions Manager.

WIS COLLECT

Optimist International School uses **WIS COLLECT** as its on-line financial portal. Once registered, families will receive a hyperlink to their personal account; from here parents can view invoices, payments, statement of accounts and generate receipts of payment. All communication from WIS Collect is via email and through its on-line facilities.

WIS COLLECT is connected to the primary parent using their email address. Please ensure we have your up-to-date email to avoid any miscommunication.

All school fee payments must be paid by 1 May of the corresponding school year.

If you start in:	Payment in full (€) per student
August, September	100% - 4,960
October	90% - 4,464
November	80% - 3,968
December	70% - 3,472
January	60% - 2,976
February	50% - 2,480
March	40% - 1,984
April	30% - 1,488
May	20% - 992
June, July	10% - 496



The school fees are established annually for the following academic year, taking into account, amongst other considerations, indexing/inflation. In addition, the school reserves the right to further adjust the school fee in order to accommodate changes, such as state funding towards school fees, increases in external examination fees, extension of facilities, and programmes offered.

We confirm that primary tuition fees will not increase by more than 5% annually. Our new school fees policy is available from 1 April of the corresponding year on the school website.

Date of calculation: If a student starts before 15th of the month, school fees for the corresponding month apply. If a student starts after 15th of the month, the following months school fees apply.

RESERVING YOUR CHILDS' PLACE FOR THE NEXT YEAR

NEW LEARNERS

If you would like your child to attend Optimist International School as they turn four it is possible to reserve a place in an Early Years class advance of their birthday providing places are available for the anticipated start date. **Please refer to the heading Fees on page 1 of this policy.**

PLACEMENT OF SIBLINGS AT OIS

When you have a child attending our school, brothers and sisters will be given priority in the application process.

SCHOOL FEE REDUCTIONS AND PAYMENT STRUCTURE

School fees are reduced for families with three or more children attending our school at the same time. The school fee reduction for a **third child is 30%** and the reduction for a **fourth child is 40%**.

Students starting school during the academic year will receive an invoice based on the pro rata amount due (see table) within 14 days of confirmation of a place being available.

NEW STUDENTS STARTING DIRECTLY AFTER THE SUMMER HOLIDAYS

Parents will receive an invoice for the school fees before May 1st or directly after confirming admission when registering after May 1st. Payment of this fee must be made within 14 days of request; the school reserves the right to withdraw the student place if parents do not meet the payment obligations.

RE-ENROLMENT OF STUDENTS FOR THE NEXT ACADEMIC YEAR

Annually, in March family's will receive a re-enrolment questionnaire seeking their intentions for the next school year. **A response is requested by 1 April.** Once the family's intentions are known and if they have indicated they will remain in school we will follow the payment option choice they have selected in the re-enrolment questionnaire (as indicated on page 1 of this Policy).

In the event that a family is uncertain for the next academic year; an extended period of one-month will be given. Final confirmation must be made by 1 May and from there onwards the school fees policy applies to the coming academic school year.

WITHDRAWING FROM THE SCHOOL AND REFUNDING

When your child is attending our school, we hope that they can complete the academic year. However, due to the nature of international life, there are often circumstances beyond everyone's control which deems it necessary for the family to move during the school year and therefore withdraw your child.

In this situation, please notify the Admissions Manager Fouzia.begam@sopoh.nl to receive the withdrawal documentation.

The following notice period for withdrawal apply:

- A notice period is required before you leave; at least **six weeks' notice is necessary** if you leave between the beginning of the school year and 1 April. **We stipulate that the notice period is either served in school or paid in lieu of the 6 weeks fees.**
- If you leave later in the school year after 2 April and until the end of the school year when the re-enrolment process is completed, a notice period of at **least eight weeks' notice is necessary.** **We stipulate that the notice period is either served in school or paid in lieu of the 8 weeks fees.**
- If you give notice of withdrawal during the summer holidays, after confirming a place for the next academic year, the deposit fee will be retained by the school in lieu of a notice period.





REFUND OF SCHOOL FEES

If a family is leaving Optimist International School during the school year, an entitlement for a refund of a percentage of the school fees paid is calculated below:

A refund is made only if all financial obligations have been met and the appropriate notice period as indicated in both the Admissions and School Fees Policy have been fulfilled.

When one or both stipulations have not been fulfilled, the deposit fee, paid upon registration, will be retained to cover any financial shortfall.

If you leave in:	Refund of tuition fee
September-December	50% of tuition fees paid
January	40%
February	30%
March	20%
April	10%
May-July	0%

Any refund of school fees or deposit will be paid back into the same bank account from where it was paid.

BANK DETAILS

Please send your payment with the invoice number and the name of your child to:

STICHTING OPENBAAR PRIMAIR ONDERWIJS HAARLEMMERMEER (SOPOH)

Bank: ABN-AMRO
IBAN: NL62ABNA0575370270
BIC: ABNANL2A

CONTACT DETAILS OPTIMIST INTERNATIONAL SCHOOL

Waddenweg 87
2134XL Hoofddorp

Phone: +31 23 303 59 24
Email: info@optimist-international-school.nl
Website: www.optimist-international-school.nl

DECLARATION

This is to declare that the undersigned,

_____ (name of parent/guardian)

has taken notice of the 'Admissions Policy' and accepts them to be part of this agreement.

The undersigned agrees to the payment of the school fee contribution regarding the admission of:

_____ (name of child)

SIGNATURE

By signing below, you are agreeing that you have read, and will abide by and that all information given in the application of the child named above is true and correct.

The agreement should be signed and returned to the administration office.

Name of the parent/guardian:

Signature of the Parent/Guardian:

Date and Place:

