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SCHOOL FEES POLICY

2023-2024

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**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

Registration fee

To process your application – after we had an introductory meeting and both parties consider there is a match to continue the application process – a **registration fee** of €200 applies. This application fee is non-refundable.

Deposit fee

In confirmation of school place, parents are required to pay the **deposit fee** of € 500 within 14 days. The deposit fee is refundable upon leaving the school providing all financial obligations have been fulfilled. Should you withdraw from the application process-the deposit fee will be retained.

Tuition fee

Once you receive confirmation of a school place, parents and your child's seat is secured, a **tuition fee** will be invoiced by the time the child starts school. Parents are required to pay the first instalment of tuition fees within 14 days of the offer of a place.

The annual tuition fee for the academic year 2023-2024 is €5200 which covers all educational costs including lunchtime supervision, field trips, activities, school swimming for groups 3 and 4, and excursions. Students in group 7 have a compulsory school camp. Parents of group 7 pay a contribution towards this.

The school reserves the right to withdraw the student place if parents do not meet the payment obligations.

When there is no immediately available place and the student joins a waiting list, we will not send any further requests for payment – either deposit or tuition fee – until such time as a place becomes available. Only then invoices for both deposit fee and the first instalment of tuition fees will be sent and similarly, we request payment within 14 days.

SCHOOL FEE STRUCTURE

When fees are paid through a bank transfer – for example when the company pays the fee – the school fee must be paid in one amount.

When fees are paid through our payment portal WIS collect (see below), 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 €5200.

Option 2 – School fees can be paid in two equal payments of €2600 made 1 June and 1 December annually.

Option 3 – School fees can be paid in four equal payments of €1300 made 1 June, 1 September, 1 January, 1 May.


If you have any questions regarding school fee, or require alternative ways of payment, please contact the Admissions Manager Fouzia.begam@sopoh.nl.

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% - 5200
October	90% - 4680
November	80% - 4160
December	70% - 3640
January	60% - 3120
February	50% - 2600
March	40% - 2080
April	30% - 1560
May	20% - 1040
June, July	10% - 520

The school fees are established annually for the following academic year, considering, 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.

WIS COLLECT FOR PAYMENT

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.

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. **We only process applications from the moment a child turns 3 years old.**

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) payment must be made within 14 days of confirmation of a place being available.

NEW STUDENT PLACES

In confirmation of a school place, parents are required to pay the first instalment of tuition fees and the deposit fee of €500 within 14 days. 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.

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. Families unable to confirm will not have a guaranteed place for the next 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. Then, we will send you a link to the correct documentation where you can complete the withdrawal process on Open Apply.

The following notice period for withdrawal applies:

- 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.

Date of calculation: If a student leaves **before 15th** of the months, school fees for that month will be refunded, as per the refund policy. If a student leaves **after 15th** of the month, only the school fees for the following month will be refunded.

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 (SOPH)

Bank: ABN-AMRO
IBAN: NL62ABNA0575370270
BIC: ABNANL2A

CONTACT DETAILS OPTIMIST INTERNATIONAL SCHOOL

Waddenweg 87
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Phone: +31 23 303 59 24
Email: info@optimist-international-school.nl
Website: www.optimist-international-school.nl

DECLARATION

YOUR AGREEMENT

By enrolling your child in our school, you agree to have read, and acknowledge our three school policies concerning student admission at Optimist International School:

- * Admissions Policy
- * School Fees Policy
- * Withdrawal Policy.

You agree that all the information you have given within the admissions process are true and correct.