

## **Primary School Standard Terms and Conditions 2019-2020**

### **Category I Pupils**

#### **European School The Hague *Rijnlands Lyceum***

**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 European School The Hague *Rijnlands Lyceum*.**

Category I pupils are the children of post holders in the service of the European Union institutions or agencies and of organisations listed below:

1. Staff covered by the Staff Regulations of Officials and Conditions of Employment of other Servants of the European Communities;
2. Members of the national liaison bureau / national desks of EU agencies;
3. Seconded national experts to EU institutions and agencies;
4. Staff covered by the Service Regulations of the European Patent Office (EPO);
5. Staff covered by the Service Regulations of the European Space Agency (ESA/ESTEC);
6. Non-Dutch European teaching staff of the European School recruited outside The Netherlands and moving to The Netherlands for the purpose of being employed by the School;
7. Dutch teaching staff who return from their secondment at a European School type I and enter the employment of the School.

#### **Admissions**

Category I pupils have the right to apply for admission to the school throughout the school year.

#### **Educational Support Policy**

For pupils 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. The school reserves the right to contact previous schools or professionals involved with the pupil in order to provide details relevant to his/her education and well-being. Once the application information is complete, the directorate will assess the application and decide if the school can accommodate the pupil.

The School will do whatever possible to meet a pupil's special educational needs (for example dyslexia and dyscalculia), however situations might occur in which it will be impossible for the school to offer education that meets the needs of a pupil or to avoid situations in which it would be detrimental to the learning environment of other children. In those situations other solutions must be found, either outside the European school or within the school with the support of an external specialist, which could lead to financial consequences for parents.

#### **Annual School Fees**

The European School The Hague (ESH) is a partially-subsidised European School (Type II Accredited European School). As the subsidies received from the Dutch government for ESH represent only a part of the costs needed to run the school, ESH charges school fees.

The school fee is set yearly by the Rijnlands foundation. The amount of the school fee is equal to the EU contribution per EU staff pupil as laid down in the Commission Decision education allowance decided by the European Commission 01-08-2013 C (2013) 4886 final.

Staff covered by the Staff Regulations of Officials and Conditions of Employment of other Servants of the European Communities (e.g. Europol, Eurojust and the European Commission Staff Member) are exempted from paying school fees in accordance with the Commission's decision. ESH will receive the financial contribution directly from the Commission. All other parents referred to in our Admission Rules under Category I, will pay the school fee, or the school fee will be paid for them.

**Primary School Fees 2019-2020**                      **€ 6678,00**

These fees are payable in return for education provided at The European School The Hague as specified in the annual School Guide.

**Lunch Time Supervision Costs**                      **€ 150,00**

All pupils remain on the school premises during their lunch break. They are supervised by a team of Lunch Time Supervisors, which parents are invoiced for once per school year. Pupils who join the school after the first school day or leave the school before the end of the school year are charged a percentage of this amount, according to the same table used for the school fees.

**Please note: The above mentioned amounts do not include daily bus transport, canteen lunches, after-school activities or the Residential Trip in Primary Year 5.**

**Payment Options** – to be selected upon receipt of the invoice via Wis-Collect (online payment system)

1. One payment after receipt of an invoice: to be paid within 30 days of receipt.
2. Payment in instalments: this is offered in the form of 4 payments via iDEAL on approximately the 30<sup>th</sup> of June 2019, 30<sup>th</sup> of September 2019, 30<sup>th</sup> of November 2019 and 31<sup>st</sup> of January 2020 respectively. Each payment will represent 25% of the total amount for school fees. Payment in instalments is not possible for Lunch Time Supervision.

**Bank Details**

Name of Bank: ING Bank  
IBAN: NL85 INGB 0669461741  
BIC: INGBNL2A  
In the name of: Stichting Het Rijnlands Lyceum, Wassenaar

School fees must be paid in advance. Failure to pay the fees will result in legal proceedings against the debtor. Certificates, transcripts and diplomas will be withheld and the school will start an expulsion procedure, until debts are cleared. Any non-payment of fees will be placed in the hands of an official debt collector and all costs charged to the parent/guardian. Failure to pay fees from the previous academic year(s) will result in an automatic refusal of a school place for subsequent years.

### Withdrawal from School

Formal notice of withdrawal needs to be provided at least 60 days in advance, by submitting a Withdrawal Form. This form can be downloaded from the school's website, or requested at the administration office. Failure to do so will result in fees continuing to be charged.

By the **1<sup>st</sup> of May 2019** current parents must submit a Withdrawal Form if the pupil will not return to school after the summer holiday. If no withdrawal is received by this date, the enrolment will automatically be renewed.

### School Fees

Entrance into School	Percentage of School Fees
August	100%
September	100%
October	90%
November	80%
December	70%
January	60%
February	50%
March	40%
April	30%
May	20%
June	10%
July	10%

Withdrawal from School	Percentage of School Fees
August	0%
September	10%
October	20%
November	30%
December	40%
January	50%
February	60%
March	70%
April	80%
May	90%
June	100%
July	100%

### General Data Protection Regulation (GDPR)

In regards to privacy, ESH treats the information we process in our organization with the required level of confidentiality. In accordance with the legal status of the school as a Dutch National school, ESH operates within the framework provided by the *Autoriteit Persoonsgegevens* & the GDPR. Consent from parents is sought for areas where this individual permission is required by law. As part of the Rijnlands Lyceum, ESH employs a number of closely monitored processes to ensure full compliance. More information related to the GDPR can be found on the website of the Rijnlands Lyceum.

### Correspondence concerning school fees

All correspondence, quoting your School debtor number, should be addressed to:

The European School The Hague  
Attn: Finance ESH  
Stichting Het Rijnlands Lyceum  
P.O. Box 486, 2240 AL Wassenaar  
The Netherlands

Tel: (071) 573 0914

Email: [invoice@rijnlandslyceum-csb.nl](mailto:invoice@rijnlandslyceum-csb.nl)