

## Standard Terms and Conditions

### School Year 2018-2019

The International School Twente (ISTwente) welcomes applications from students from all over the world, who can demonstrate a need for international education. Students qualify for placement at ISTwente if:

- The student has a non-Dutch nationality or is a foreign passport holder and one of the parents or legal guardians is temporarily employed in the Netherlands.
- The student has a Dutch nationality and has lived and gone to school abroad for at least two years because one of the parents or legal guardians was stationed abroad.
- The student has a Dutch nationality and has a parent or legal guardian (with whom the student will be living) who will be stationed abroad within two years and for at least two years. This is to be proven by a written statement of intent by parent or employer.
- From 2017, Dutch nationals applying to the IB Diploma Programme (for the exact requirements for this group, please see our Admission Policy amongst our downloads on the website [www.istwente.org](http://www.istwente.org)).

Once accepted, children may start school in August/September after they have reached their fourth birthday. Where possible, the school will accept children soon after they turn four, for example: a child turning four in November would usually be able to start the following January.

Admission to ISTwente is dependent upon the school programme being appropriate to the applicant's needs and the places available. The assignment of a child in a particular year level will be determined by the school management through past school records, personal interviews and where necessary contact with the previous school. Where appropriate, applicants will be required to take entrance testing.

ISTwente is a mainstream school, and for further details on the extent of support offered, we kindly refer you to the Admissions and Language Policies on our website [www.istwente.org](http://www.istwente.org).

### How to apply

In order to apply for admission to ISTwente, we kindly ask you to fill out the digital Application form which is available on our website [www.istwente.org](http://www.istwente.org). ISTwente requires the following data and supporting documents in order to process your application:

- a fully completed Application form (one per child);
- a copy of the applicant's as well as the parents' passport;
- a recent passport size photograph of the applicant;
- copies of academic records for the current school year (in English);
- copies of medical records (if applicable).

Please be aware that an application will not be processed for admission unless the Application form has been fully completed and all supporting documents have been received by the Admissions Office. Should you in any way be prevented from uploading the required documents, we kindly ask you to post or drop these documents off at our Admissions Office at your earliest convenience at one of the addresses on the following page.

## School addresses

ISTwente Primary campus:  
Johannes ter Horststraat 30  
7513 ZH Enschede  
The Netherlands

ISTwente Secondary campus,  
Tiemeister 20  
7541 WG Enschede  
The Netherlands

After submitting your complete Application form, the school will confirm receipt of your application. A school visit, interview or spending a day at school are always possible after making the necessary arrangements. Admission to the school will be confirmed once it has been established by the Head of Admissions that the programme is appropriate for the students' needs and that a place is available. Final confirmation of placement will be sent to you within two weeks of the receipt of your application and the required documentation.

## Annual School Fees

ISTwente is officially recognised by the Dutch Ministry of Education, which contributes funds to the school. These government funds cover approximately half of the actual costs. Parents are therefore required to pay school fees, which are charged annually in advance, to cover all other remaining expenses. Please note that annual school fees are tuition fees and not a voluntary 'ouderbijdrage' as applicable in Dutch schools.

When signing the application form, parents enter into a contract with the school on agreeing to the Standard Terms & Conditions stated in this document. The school fees for both primary and secondary can be found in the table below:

	Primary	Secondary						
Year	n.a.	Year 7	Year 8	Year 9	Year 10	Year 11	Year 12	Year 13
School fee per year	4,500	6,800	6,800	6,800	6,800	6,800	7,300	7,300
Examination costs**	n.a.	n.a.	n.a	at cost	n.a.	at cost	n.a	at cost
<b>Total</b>	4,500	6,800	6,800	6,800	6,800	6,800	7,300	7,300

\* All school fees are in EUR. Price level as of August 2017. Please note that the school fee excludes additional charges for specialist learning support, after school clubs and mother tongue lessons.

\*\* IGCSE, AS and A Level exams as well as Checkpoint tests.

### School fees primary and secondary: general information

All parents are expected to complete a 'Financial Obligation Form' annually. This form should be completed, signed and returned upon application or re-registration.

The school fees are established annually for the following academic year, taking into account, extensions of the services by the school, amongst other considerations, indexing/inflation.

In addition the school reserves the right to further adjust the school fee in order to accommodate changes in state funding towards school fees, along with any increases in external examination fees.

There are two options for school fee payment:

1. School fee payment by invoice (either addressed to employer or to parent). Invoices will be sent through email by the end of July.
2. School fee payment in 8 instalments according to the table below.

#### Instalments when starting 1st September:

Date	Primary	Secondary Year 7-11	Secondary Year 12-13
1 September	€ 562.50	€ 850	€ 912.50
1 October	€ 562.50	€ 850	€ 912.50
1 November	€ 562.50	€ 850	€ 912.50
1 September	€ 562.50	€ 850	€ 912.50
1 December	€ 562.50	€ 850	€ 912.50
1 January	€ 562.50	€ 850	€ 912.50
1 February	€ 562.50	€ 850	€ 912.50
1 March	€ 562.50	€ 850	€ 912.50
<b>Total</b>	<b>€ 4,500</b>	<b>€ 6,800</b>	<b>€ 7,300</b>

#### Non-payment

Any non-payment of fees will be transferred to the external debt collector and all costs will be charged to the parent/guardian. ISTwente may then refer the student(s) concerned to a national public school programme. **NB** Admission to these schools is not automatic.

Scheme for students enrolled after start of the academic year:

Tuition commencing	Amount of the fee to be paid
August	Full amount
September	Full amount
October	90%
November	80%
December	70%
January	60%
February	50%
March	40%
April	30%
May	20%
June	10%
July	10%

### School fee reduction

School fees are reduced for families with two or more children\*:

- School fee reduction for second child      10%
- School fee reduction third child            20%
- School fee reduction fourth child           30%

\* Please note that the highest reduction applies to the youngest child.

### Departure during the year

Unless full notice is given in writing and 30 days in advance, fees will continue to be charged.

Parents are required to collect and submit a leaving form to the school office. ISTwente requires a minimum of 30 days' notice to complete the process.

For inflow and outflow of students during the course of the year, the school charges school fees on the basis of the following table:

Month	Part of school fee payable when:	
	starting in month %	departing in month %
August	100	50
September	100	50
October	90	50
November	80	50
December	70	50
January	60	60
February	50	70
April	30	90
May	20	100
June	10	100

### Re-registration

All students must re-register for the following academic year by April 2018. A form will be provided for this purpose.

### Confidential Information

It is our school's practice to show photographs and video footage of school activities and events on the website, social media and in various school publications. ISTwente may also include them in press releases and advertising. At the beginning of the school year, parents will receive a form in which they can indicate whether they grant permission, or not, for the publishing of their children's photos. This form will be kept in your child's file to ensure compliance with your wishes.

For security purposes, ISTwente 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.