



## Policies and Guidelines

The International School of Amsterdam plans school budgets, staffing and programmes for an entire school year at a time. This is done to ensure the quality of the educational environment and the consistency of the programme for students. In order to do so, it is important to have consistent funds from tuition available throughout the school year. Therefore, policies and guidelines for collection of school tuition and fees have been developed and approved by the Board of Governors. In all cases, the school will strictly adhere to these policies.

## Tuition Fees per Academic Year

Nursery (2 full days)	€ 5,950.-
Pre-School (2 full days)	€ 5,950.-
Pre-School (3 full days)	€ 8,360.-
Pre-School (5 full days)	€ 13,875.-
Pre-Kindergarten and Kindergarten	€ 15,650.-
Grades 1 through 5	€ 17,300.-
Grades 6 through 8	€ 20,000.-
Grades 9 and 10	€ 20,800.-
Grades 11 and 12	€ 21,450.-

## Tuition Fee Structure

100% tuition is due for students enrolled before 9 January 2012.  
 75% tuition is due for students enrolled from 9 January 2012.  
 50% tuition is due for students enrolled from 19 March 2012.  
 25% tuition is refundable for students withdrawing before 9 January 2012.  
 Students entering Nursery School will be invoiced on a pro-rata basis based on their starting date.  
 All other fees are charged for the full year regardless of enrollment date and may not be pro-rated.

## Payment Procedures

All payments may be made directly to ISA by bank transfer to: ABN Amro Bank, account number 46.72.18.382, BIC code ABNANL2A and IBAN NL40ABNA0467218382. Bank charges are the responsibility of the fee payer.

The deposit is due within 14 days from the invoice date (€1500 for new students, €750 for returning students).

### Further Payment Schedules

100% of fees due by 1 July,\* or  
 25% of fees due by 1 July, a further 50% of fees due by 1 September, and the remaining 25% of fees due by 1 January, or instalment payments upon approval of a written request to the Business Office. An interest fee of € 500.- per year is charged for instalment payments. Any other arrangements need approval of the Financial Aid Committee of the Board of Governors.

**Please note:** Split payments do not imply that tuition needs only be paid for the time that a student is in school. Tuition and fees are due as described in "Tuition Fee Structure" above.

\* The administration fee of € 350.- may be deducted if the total invoice is paid before 1 July, or within 14 days of the invoice date.

## Changes, Refunds and Withdrawals

Changes in bus service may be made at the end of each academic trimester according to the dates described in the school calendar. Refunds of bus fees for students withdrawing from the school will be calculated on a trimesterly basis. Students who withdraw from school before 9 January 2012, are eligible for a 25% refund of annual tuition fees.

No other refunds of tuition or supplementary fees will be allowed. Students leaving the school are required to clear all obligations before final records are released to the next school or university.

## Enrollment/Registration Fee

New students (one-time fee)	€ 3,500.-
Returning students (per academic year)	€ 300.-

## Non-refundable Deposit (deductible from tuition bill)

New students	€ 1,500.-
Returning students (per academic year)	€ 750.-

## Supplementary Fees

Administration Fee (may be deducted if total invoice is paid before 1 July 2011)	€ 350.-
Parent-Teacher Association (PTA) Fee (per family)	€ 35.-
IB examination fees	determined by the IB Organization
Special Education Needs Support	determined by individual case

## Bus Fees (per annum)

Zone A	mornings or afternoons	€ 2,465.-
	mornings and afternoons	€ 4,100.-
Zone B	mornings or afternoons	€ 2,810.-
	mornings and afternoons	€ 4,635.-
Zone C	mornings or afternoons	€ 2,870.-
	mornings and afternoons	€ 4,780.-

(see map for details)

Fees are charged based on five days per week regardless of the number of days a student rides the bus.