

## 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	€ 16,650.-
Pre-School	€ 16,650.-
Pre-Kindergarten	€ 18,200.-
Kindergarten	€ 18,500.-
Grades 1 through 5	€ 20,375.-
Grades 6 through 8	€ 22,775.-
Grades 9 and 10	€ 23,550.-
Grades 11 and 12	€ 24,200.-

## Deposit

New students € 2,500.-  
The deposit is required to secure a student's place and will not be refunded if the student does not start at ISA. After matriculation, the deposit will be refundable at time of withdrawal provided all (financial) commitments have been met and the completed withdrawal form is received a minimum of one month prior to the actual withdrawal date.

**Application Fee (non refundable)** € 250.-

## Supplementary Fees (per academic year)

Capital Fee	€ 2,650.-
Administration Fee*	€ 375.-
Parent- Teacher Association (PTA) Fee	€ 35.-
IB examination fees	determined by the IB Organization

Special additional educational support will be invoiced based on the individual's situation and/or case.

## Bus Fees (per school year)

Zone A	mornings or afternoons	€ 3,170.-
	mornings and afternoons	€ 5,210.-
Zone B	mornings or afternoons	€ 3,565.-
	mornings and afternoons	€ 5,835.-
Zone C	mornings or afternoons	€ 3,640.-
	mornings and afternoons	€ 6,010.-

(see map for details)

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

## Tuition Fee Structure

100% tuition is due for students enrolled before 8 January 2019.  
75% tuition is due for students enrolled from 8 January 2019.  
50% tuition is due for students enrolled from 11 March 2019.  
25% tuition is refundable for students withdrawing before 8 January 2019.

## 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.

## Further Payment Schedules

100% of fees due by 1 June\*; or 25% of fees due by 1 June, 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. In case of split payments, the full fee will be invoiced prior to the start of the school year. The payment of the invoice should take place according to the agreed schedule.

\* The administration fee of € 375.- may be deducted if the total invoice is paid before 1 June, or within 14 days of the invoice date.

## Changes, Refunds and Withdrawals

Changes in bus service may be made at the end of each activity season according to the season dates for these. Refunds of bus fees for students withdrawing and invoicing of students joining the bus service during the school year, will be calculated on a seasonal basis. There are three seasons per school year.

Students who withdraw from school before 8 January 2019 are eligible for a 25% refund of annual tuition fees.

Withdrawal of a returning student prior to the start of the school year (after confirming re-enrollment) will result in a full refund of the all the fees charged minus a non-refundable part of € 750.

Students leaving the school are required to clear all obligations before final records are released.