

# Standard Terms and Conditions Academic Year 2025-2026

## School fees table

The school fees cover all educational costs. The table 1 below shows the annual school fees for new students starting in August 2025. If a student starts later than September, the school fee will be prorated (table 2)

Table 1: school fees for new students starting August 2025

School Group	Primary Group 1-5	Primary Group 6	Primary Group 7	Secondary MYP 1-MYP4	Secondary MYP5	DP 1 & CP 1	DP 2 & CP 2
Tuition Fees	€ 5505,00	€ 5505,00	€ 5505,00	€ 6531,00	€ 6531,00	€ 7671,00	€ 7671,00
Excursion & Activities	€ 138,00	€ 422,00	€ 343,00	€ 628,00	€ 628,00	€ 628,00	€ 628,00
Lunch Supervision	€ 363,00	€ 363,00	€ 363,00	€ -	€ -	€ -	€ -
Yearbook 	€ 19,00	€ 19,00	€ 19,00	€ 19,00	€ 19,00	€ 19,00	€ 19,00
Examination Fees	€ -	€ -	€ -	€ -	€ 450,00	€ -	€ 850,00
<b>Total 2024/25</b>	<b>€ 6025,00</b>	<b>€ 6309,00</b>	<b>€ 6230,00</b>	<b>€ 7178,00</b>	<b>€ 7628,00</b>	<b>€ 8318,00</b>	<b>€ 9168,00</b>

  

<b>Total Deposit</b>	<b>€ 500,00</b>	For new students only	Paid with the first instalment
----------------------	-----------------	-----------------------	--------------------------------

Table 2: Prorated school fees for students starting later than September

Start Month	%	Primary Group 1-5	Primary Group 6	Primary Group 7	Secondary MYP1-MYP4	Secondary MYP5	Secondary DP 1 & CP 1	Secondary DP 2 & CP 2	Payment Options
August	100%	€ 6025,00	€ 6309,00	€ 6230,00	€ 7178,00	€ 7628,00	€ 8318,00	€ 9168,00	2 Instalments
September	100%	€ 6025,00	€ 6309,00	€ 6230,00	€ 7178,00	€ 7628,00	€ 8318,00	€ 9168,00	2 Instalments
October	90%	€ 5424,40	€ 5680,00	€ 5375,70	€ 6462,10	€ 6912,10	€ 7488,10	€ 8338,10	Full Amount
November	80%	€ 4823,80	€ 5051,00	€ 4780,40	€ 5746,20	€ 6196,20	€ 6658,20	€ 7508,20	Full Amount
December	70%	€ 4223,20	€ 4422,00	€ 4185,10	€ 5030,30	€ 5480,30	€ 5828,30	€ 6678,30	Full Amount
January	60%	€ 3622,60	€ 3793,00	€ 3589,80	€ 4314,40	€ 4764,40	€ 4998,40	€ 5848,40	Full Amount
February	50%	€ 3022,00	€ 3164,00	€ 2994,50	€ 3598,50	€ 3598,50	€ 4168,50	€ 4168,50	Full Amount
March	40%	€ 2421,40	€ 2535,00	€ 2399,20	€ 2882,60	€ 2882,60	€ 3338,60	€ 3338,60	Full Amount
April	30%	€ 1820,80	€ 1906,00	€ 1803,90	€ 2166,70	€ 2166,70	€ 2508,70	€ 2508,70	Full Amount
May	20%	€ 1220,20	€ 1277,00	€ 1208,60	€ 1450,80	€ 1450,80	€ 1678,80	€ 1678,80	Full Amount
June	10%	€ 619,60	€ 648,00	€ 613,30	€ 734,90	€ 734,90	€ 848,90	€ 848,90	Full Amount
July	10%	€ 619,60	€ 648,00	€ 613,30	€ 734,90	€ 734,90	€ 848,90	€ 848,90	Full Amount

Table 3: Withdrawals and Refunds prorated for students leaving during the year

Exit During Month	%	Primary Group 1-5	Primary Group 6	Primary Group 7	Secondary MYP1 - MYP5	Secondary DP1 & CP1	Secondary DP2 & CP2
August	75%	€ 4518,75	€ 4713,75	€ 4672,50	€ 5383,50	€ 6238,50	€ 6238,50
September	50%	€ 3012,50	€ 3154,50	€ 3115,00	€ 3589,00	€ 4159,00	€ 4159,00
October	50%	€ 3012,50	€ 3154,50	€ 3115,00	€ 3589,00	€ 4159,00	€ 4159,00
November	50%	€ 3012,50	€ 3154,50	€ 3115,00	€ 3589,00	€ 4159,00	€ 4159,00
December	40%	€ 2410,00	€ 2523,60	€ 2492,00	€ 2871,20	€ 3327,20	€ 3327,20
January	30%	€ 1807,50	€ 1892,70	€ 1869,00	€ 2153,40	€ 2495,40	€ 2495,40
February	20%	€ 1205,00	€ 1261,80	€ 1246,00	€ 1435,60	€ 1663,60	€ 1663,60
March	10%	€ 602,50	€ 630,90	€ 630,90	€ 717,80	€ 831,80	€ 831,80
April	0%	€ -	€ -	€ -	€ -	€ -	€ -
May	0%	€ -	€ -	€ -	€ -	€ -	€ -
June	0%	€ -	€ -	€ -	€ -	€ -	€ -
July	0%	€ -	€ -	€ -	€ -	€ -	€ -

For more information about school fees and payment details, please check the information in the AICS School Guide.

### What does the school fee exclude?

The fee excludes IB Exams retakes for CP2 & DP2, E-Assessment retakes for MYP5, and remarks upon request.

### Invoicing Process

The AICS finance team issues one invoice at the latest by the beginning of June each school year. The school uses an online invoicing and payment service (WIS collect) which allows the parent and/or caregiver to make payments easily via iDeal. Parents and/or caregivers will receive an email with the links and instructions on how to pay and parents and/or guardians will have the possibility to access their invoices at any time.

Parents and/or caregivers are at all times financially responsible for school fee payment.

### **Non-payment**

The first instalment is due by 1 July and the second instalment is due by 31 October. Failure to pay may result in the account being handed over to an official debt collector. All costs incurred by the debt collector and legal proceedings will be charged in full to the parent and/or caregiver. For new students starting from October onwards, no instalments will be offered. Full payment of the invoice is to be settled.

A student may be excluded from school if fees remain unpaid. Transcripts and reports may be withheld if fees remain unpaid.

### **Cancellation Policy for New Students**

For new students who cancel, after acceptance and payment of the deposit and the first instalment of the school fees, we require 1 month notice prior to the planned start date (excluding school holidays). There will be no refund of the EUR 500 deposit for cancellations without 1 month notice. The school fee will be fully refunded.

### **Re-enrolment for Current Students**

The annual re-enrolment for existing families starts in March and is finalised by the end of April. This is processed via OpenApply.

Families who confirm re-enrolment for the following year and then change their minds after the re-enrolment deadline may no longer be eligible for the return of the deposit, depending on the notice given. **A notice period of 60 days, excluding holidays, applies for students leaving at the end of the academic year.**

### **Withdrawal & Refunds for Current Students**

Families informing the school of their departure at the end of the academic year or by the end of the re-enrolment period are eligible for the return of their deposit. For families leaving during the school year a 30 day notice period is required for deposit return..

If your notice period falls over a holiday period, we will take the actual last day that your child was at school as the withdrawal date. This means that you need to complete the Withdrawal Form 30 days prior to this date (excluding the holiday period). Only when the notice period, the financial obligations are fulfilled and school property is returned, will the deposit be returned.

Requirements for a refund of the deposit:

- The notice period of 30 days (60 days at the end of the academic year) has been given by completing and submitting a Withdrawal Form in Open Apply;
- All tuition fees and costs have been paid in full;
- All school books have been returned. If these are not returned, a €50 administration fee will be charged to your account. After the fee is applied, we are unable to accept the books in lieu of the charge. The fee will be deducted from your deposit;
- The AICS MacBook and charger has been returned (secondary students only, if applicable). If the MacBook is not returned or damaged, the relevant cost will be deducted from your deposit;
- The child has officially left the AICS.

Please look in the School Guide [in](#) the section of 'Withdrawals & Refunds' to see the percentage and amount of refund that is applicable. This percentage is dependent on the actual month that the student leaves the AICS and is based upon full payment of the invoice.

The refund may take approximately 4 to 6 weeks to be credited to your bank. In case the withdrawal takes place around the winter or summer break it may take up to 10 weeks.

### **MacBooks for Secondary Students (MYP 1 to MYP 5, CP and DP only)**

The MacBooks and charger are school property and are given on loan to students to support their academic success. The loan starts on the date on which the items are handed over to the student. After delivery of the items, the student will receive confirmation of the specific items delivered, including the serial number, within three working days. When the student leaves AICS, the specific MacBook and its charger must be returned in the same condition in which they were loaned, on a date set by the school.



### **Care, damages, loss and theft (both inside and outside of school grounds)**

- Parents and/or caregivers are financially responsible for negligence, maintenance, repairs, loss and theft.
- Repairs due to improper or negligent use may be charged to the parents and/or caregivers. For example, a cracked screen or water damage.

### **Liability insurance recommendation**

- The school does not provide insurance coverage for the MacBooks. Parents are strongly advised to check their own insurance coverage and consider taking out liability insurance for property owned by a company.

### **Student obligations**

*The student is obliged to:*

- Use the item(s) for the purpose for which they have been loaned.
- Use the items according to the manuals and instructions
- Use the items in line with the information security and privacy policies of the school.
- Keep the item(s) in a good and representative state.
- Grant the school access to the item(s) at any moment.
- To visually inspect the item(s) for possible damages upon pick-up. When something is not in order, the student must inform the school within one working day in writing. Otherwise, the student accepts the state of the item(s).

*The student is not allowed to:*

- Make changes to the item(s).
- Lend the items to any third parties, pawn the item(s) or lose them in any other way.
- Use the item(s) for activities that are in breach of Dutch law, or in ways that may bring the school into disrepute, in breach of common decency that could damage the schools public image.
- Change, disable or remove software installed by the school.
- Install additional software for which the student does not have a licence (the item(s) will have software installed for which the school has valid licences).
- Install software that can be used to prevent detection of unlawful activities.

*The student is allowed to:*

- Use the item(s) for private administrative tasks and their educational development.

## **Return**

The student is obliged to return the items loaned to the IT department in good condition, and without private information, by their last school day if the student is leaving the AICS.

Repairs that are necessary due to improper use, the use of incompatible accessories or any other cause that cannot be seen as normal wear and tear under warranty can be charged to the student.

If the student fails to return the item(s), they must pay the school an immediately payable fee to the size of the (remaining) value of the item(s) to the school.

## **Privacy - Use of photographs and video footage**

At the AICS, we use photographs and video footage to share our teaching and learning with the whole school community. The school may take photographs or record videos during whole school activities, class activities, excursions, workshops and school trips. Your child(ren) may appear in these pictures and/or videos if you have given permission.

Please be aware that the Esprit [‘Privacy declaration for students and parents’](#) applies to the AICS.

## **Use of systems**

The AICS is a school that embraces technology. Aligned with the Esprit manifest, the school limits the use of paper and uses digital communication systems with our community. At the AICS we use different systems to accommodate our staff, students and parents/caregivers. The school may decide on the systems needed to support the educational process. This brings a responsibility for parents/caregivers to use specific systems, such as Managebac, iSAMS and the AICS Parent App, to be able to have access to information provided by the school or to be able to share information regarding their child/children.

### **Confidential Information**

Parents accept that it is the school's legal duty to provide requested information to Government Ministries for example to allow for funding to take place.

For security purposes, the AICS has security cameras in operation on the school premises. The images will be stored for a limited period of two weeks and will only be referred to with permission from the senior leadership team and should circumstances necessitate viewing.

### **Standard Terms & Conditions - General**

The Standard Terms and Conditions are updated annually to support continuity of education and care and to enable the school to plan effectively.

All parents, upon accepting the offer of a space at the AICS are required to sign that they have read, understood and agreed with the Standard Terms and Conditions.