

ADMISSIONS PROCEDURE 2023 - 2024

Opaallaan 1190-1196, 2132 LN, Hoofddorp
E-mail: admissions@gmishschool.nl

Website: <http://www.gmishschool.nl>
Tel: +31(0)23 888 8874

STANDARD ENROLLMENT TERMS AND CONDITIONS

To all Parents and students new or returning to Gifted Minds International School (GMIS), an International Baccalaureate Primary Years Program (IBPYP) World School, we would like to extend a warm welcome to you, and we are pleased you have chosen to be part of our school community.

For the school and staff to carry out the services more efficiently and effectively, we hope to have your compliance and support with the following terms and conditions. The policy/policies will be reviewed and revised annually. The school will make an annual adjustment to the fees, on an index-linked basis.

These tuition fees and conditions of the Admissions Procedure are subject to change if applicable. Prior to the start of the academic year, tuition fees may be modified by Gifted Minds International School (GMIS). GMIS reserves the right to make changes affecting policy conditions, fees, curriculum, or any other matter announced in this publication without further notice. Any changes will be disseminated to the Parents via our school online portal, website and school notice board.

PROCEDURE FOR NEW STUDENT REGISTRATION

Please complete the registration form and submit it with the following documents.

I. Required Documents:

- Original copy of student and parents Passport
- Original certified copy of the birth certificate Current Immunization record
- Parent / Guardian proof of identification (i.e., resident permit)
- Proof of residency (i.e., utility bill, mortgage, rental agreement, etc.)
- Copy of Child Health Insurance details
- Recent passport sized photograph
- Official Withdrawal form with a Report card/ A recommendation from the student's former school enrolled/ Transcript or withdrawal grades (if applicable)
- Consultation with Parents (Medical/Behavioral Concerns)
- Custody documents, IEP (Individualized Educational Programme), 504 report, or Gifted information, Psychological report (*its mandatory for special needs children*).

II. Placement in a particular grade is dependent on:

- The age of the student (International cut off age as of 31st of August)
- Consultation with Parents (Medical/Behavioral Concerns)
- Invitation for the Provisional/ Trial day: An Initial Assessment (IA) will be carried out once the student arrives at GMIS and/or an interview will be conducted by the Evaluation Team (Admissions Officer / Homeroom Tutor (HRT) / EAL Teacher / Preschool and Primary School Team Leader / Academic Team Leader / Special needs Specialist / IBPYP Coordinator).
- After IA, the student may be accepted or rejected depending on the evaluation report.
- During the trial day, if no concern(s) are observed then the student shall be enrolled at GMIS. For student who have been identified at the later stage of enrollment our Principal has the right to refer the student to the in-house Psychologist for an assessment and SEN learning support will be applicable after the evaluation. **All charges will be borne by the Parent.**

REGISTRATION

Upon registration, all the stated fees below should be paid in full. With the exception of the Security Deposit, all fees paid are **non-refundable** under any circumstances. The registration fee and security deposit are applicable to new students only. Failure to pay tuition fees by payment due date will not guarantee the availability of a seat in the school for your child/children.

Due to the overwhelming response and limited seats available (24 students per class), GMIS has a strict policy of first come, first serve. Therefore, your child will be put on the waiting list if the class is full.

REGISTRATION PROCEDURE

- Registration fee of €450 per student is applicable and should be paid when a parent has received the Acceptance letter and the first Trimester invoice for their child/children.
- Parents should complete the Admissions Form along with, provide all the listed “New Student Registration” documents.
- Upon the receipt of the Admissions Form and the “New Student Registration” documents, the Admissions Office will generate an Acceptance Letter (AL). Parents should complete and send the signed Acceptance Letter (AL) to admissions@gmishschool.nl within 7 days of date of issue (AL).
- A payment link will be generated by the finance personnel which shall also include the copy of the respected Registration Fees, Trimester Tuition Fees and Security Deposit. All Tuition fees should be settled always using link provided.
- It is mandatory to pay the Registration Fees, Tuition Fees and Security Deposit to reserve and secure the seat for your child/ren.
- Please ensure that the payment is made before the due date. In addition, kindly check the Student Full Name, Student ID Number and Grade your child will be attending on the invoice.

TUITION FEE AND MISCELLANEOUS COSTS APPLICABLE FOR STUDENT ONLY

Per Student tuition fee covers:

All Educational Costs
Student Study Materials
One time tablet upon registration (*Tablet: Not Applicable for “Half-Day” Nursery Student)
Stationery
Field Trips in the Netherlands
External Physical Education Lessons
International Tests
Extra-Curricular Activities (ECA)
One School House T-Shirt
Group Class Year-End Photographs
Cutting Edge Subjects
Specialist Subjects
English as an Additional Language – EAL (if applicable)

EAL is a part of the curriculum:

EAL (English as an Additional Language) support:

The medium of instruction at GMIS is English. Students who have little or no ability to speak the English language in an academic or social setting should attend this program. **EAL Specialists will conduct the EAL program.** To help students thrive better in the English language mainstream, intensive EAL is held at GMIS. It is mandatory for new arriving students from Kindergarten 1 and above whose English is not their first language to have an initial one-time language assessment conducted by the specialist teachers. In the event the student does not fulfill the language competence criteria assessment, the student should be enrolled in the EAL program.

Once your child has been enrolled at GMIS, and during the course of study, the Homeroom Tutor (HRT) may recommend any student for EAL program after a termly language assessment. A quarterly and/or bi-annual assessment will be conducted to evaluate her/his language development. After which, parents will be informed if their child requires further additional EAL support.

Green Room Special Education Needs Learning Support (SENLS):

GMIS has an inclusive learning culture that nurtures all learners, differentiating instruction to empower them with the range of competencies and characteristics they require to become skillful, active and fulfilled global citizens.

As an inclusive school, GMIS seeks a balance of students with a range of abilities and needs that we can accommodate based on our resources and staff.

Students who have been identified at the later stage of enrollment at the school, the school Principal has the right to refer the child to the inhouse Psychologist for an assessment. All charges will be borne by the Parent.

Students identified as being eligible for Learning Support receive a range of services depending on their individual needs. These services include either part-time/full-time or ad-hoc basis. The learning support fees for 2023-24 is €28,000 per year which is excluding the tuition fees of the respective grade. Please contact the Admissions Team admissions@gmischol.nl or <https://gmischol.nl/green-room-special-needs-support/> for more information.

Uniform: All students will receive a complimentary house colored school T-shirt from GMIS. Students are encouraged to wear school T-shirts during Physical Education (PE) classes, sports day, and field trips. An additional purchase of each t-shirt costs €15.

Educational Field Trips: Students participate on IBPYP theme-based field trips in and around The Netherlands which promote real life learning and experiences outside the classroom. The Field Trip costs are included in the tuition fees which are only applicable for the students.

Overseas Field Trips (OFT): OFTs are generally educational, and leisure combined for our students to experience fantastically, rewarding and memorable experiences outside The Netherlands. All Primary section students are encouraged to go on OFT. Parents will be invoiced separately by the school based on OFT's accommodation, transport (flight/train/bus) & food costs.

Interested parents who want to accompany their child/children for the local/overseas field trip (as applicable) should pay for their own transport cost, hotel accommodation and entrance fee.

Year End Concert (YEC) /Founders Day: Parents are encouraged to attend the Annual Year End Concert cum Founder's Day. Separate charges will be applicable for this annual event (not included in the tuition fee) for parents and their invited guests.

The ticket for the YEC will comprise of:

- Event Entrance for the founder's day
- Light Refreshments

Gratuitous services: GMIS believes in working for the best interest of every student and providing exceptional services that will benefit her/him. **These gratuitous services are an option for parents and cannot be offset from the tuition fee.**

Subsidized Transportation (Optional)
International Breakfast & Lunch
Tablets
Cutting Edge Subjects

***All the terms and conditions including bus stops for the Route A and B that GMIS offer are incorporated in the Bus Policy. For the areas that are not part of the designated routes, please contact enquiry@gmischol.nl for the feasibility and personalized quote.**

The annual tuition fees for the academic year (August 2023 - June 2024)

GRADE(US/UK)	AGE	TUTION FEES	SECURITY DEPOSIT (REFUNDABLE)	REGISTRATION FEES (NON-REFUNDABLE)	TOTAL
(Pre-K) Nursery Half-Day*	(3-4 Yrs)	(1353*11) € 14,883	€ 1000	€ 450	€ 16,333
(Pre-K) Nursery Full-Day	(3-4 Yrs)	(1571*11) € 17,281	€ 1000	€ 450	€ 18,731
(Pre-K) Kindergarten 1/ Reception	(4-5 Yrs)	(1571*11) € 17,281	€ 1000	€ 450	€ 18,731
Kindergarten 2 Year 1	(5-6 Yrs)	(1571*11) € 17,281	€ 1000	€ 450	€ 18,731
Grade 1 Year 2	(6-7 Yrs)	(1631*11) € 17,941	€ 1000	€ 450	€ 19,391
Grade 2 Year 3	(7-8 Yrs)	(1631*11) € 17,941	€ 1000	€ 450	€ 19,391
Grade 3 Year 4	(8-9 Yrs)	(1631*11) € 17,941	€ 1000	€ 450	€ 19,391
Grade 4 Year 5	(9-10 Yrs)	(1631*11) € 17,941	€ 1000	€ 450	€ 19,391
Grade 5 Year 6	(10-11 Yrs)	(1631*11) € 17,941	€ 1000	€ 450	€ 19,391
Grade 6 Year 7	(11-12 Yrs)	(1631*11) € 17,941	€ 1000	€ 450	€ 19,391

***Half-Day Program applies to Nursery Only**

PAYMENT POLICY

Yearly tuition fees begin from August through to June (the following year) and are divided into three trimesters (see table below). If your child is absent for any period of time for any reason whatsoever or in the event of school closures mandated by the government (e.g. HFMD, Covid), **NO refund of tuition fees or rebates of any kind will be given.**

Trimester 1	August - November
Trimester 2	December - March
Trimester 3	April - June

DEFINITION:

Self-funded parents: A parent whose child's tuition fee is not supported by an employer (less than 10% reimbursement support).

Company-funded Parents: A parent who receives 10% or more tuition fee reimbursement from their employer.

Self-funded Student Package (SFSP):

GMIS believes that all children should receive a quality education. For those parent whose employer does not support their children's tuition fees, Self-funded parents can opt for this option. SFP package has a list of selection process since it is offered as an exclusivity rather than by default. There are many conditions to be met plus it's in the disposal and discretion of the Principal and the Academic/Admin Team for the final decision of approval of this application of their child/ren. For more info contact admissions@gmishschool.nl

Company-funded Student Package (CFSP):

Yearly payment: A parent whose employer pays the yearly tuition fee, either in one claim request or termly, GMIS invoice department will invoice them directly or to their company (HR) for the payment. Students enrolling in GMIS at the beginning of the new academic year shall receive the first trimester invoice which should be settled in full by the **15th of July**. This invoice will include a non-refundable registration fee of €450 and €1000 refundable security deposit. For more info contact admissions@gmishschool.nl

WITHDRAWAL POLICY

Should you intend to withdrawal then this must be communicated by email to withdrawals@gmishschool.nl. It is not sufficient to inform a class teacher or any other member of staff your intentions.

- If a student opts to discontinue after **Trimester 1 i.e. after 30th Nov**, parents must inform the school **by 1st Sept** and pay full tuition fee for Trimester 1.
- If a student opts to discontinue after **Trimester 2 i.e. after 31st Mar**, parents must inform the school **by 1st Dec** and pay full tuition fee for Trimester 2.
- If a student opts to discontinue after **Trimester 3 i.e. after 30th June**, parents must inform the school **by 1st Apr** and pay full tuition fee for Trimester 3.
- If, for any reason, parents decide to withdraw their child from GMIS **after the above-mentioned “date of notice”, there will be no refund in full or in part for the following terms tuition fees and the security deposit will be forfeited.**

WITHDRAWAL NOTICE DATES

Trimester	Leaving Date	Date of notice to be served
Trio 1	by 30 th Nov	Before 1 st September
Trio 2	by 31 st Mar	Before 1 st December
Trio 3	by 30 th June	Before 1 st April

- If the deadline for notification is not adhered to, the following Trimester’s Tuition Fees are due in their entirety. If, for any reason, Parents decide to withdraw their child from GMIS before the deadlines indicated in the table above, there will be no reimbursement in full or part for that following terms Tuition Fees.
- If, for any reason, the Principal requires the removal of a student from GMIS, no claim for the reimbursement or refund of any part of the total fees for the academic year (tuition, fixed charges, etc.) will be taken into consideration.
- If a student doesn't uphold the expected standards of good character, behaviour, or academic effort, the principal reserves the power to temporarily suspend or expel them.
- If a student is asked to leave GMIS because of a major violation of the school's policies, Parents are required to pick up their child immediately. GMIS will endeavour to contact Parents by telephone in the first instance and in writing/by email. It is the Parents’ responsibility to ensure that they or a legal guardian can be contacted at all times by the school.
- If a student leaves without prior notice, (including an emergency) **GMIS shall not return the Security Deposit.**
- It is Parent’s responsibility to ensure that all tuition fees are paid for the Trimester/Academic Year. Reports and academic records will not be released until tuition fees and other outstanding payments are fully settled.
- For both Company and Self-funded parents, if the whole academic year tuition fee has been paid in advance and the parent wishes to withdraw the child, **the tuition fee is not refundable.**

SECURITY DEPOSIT REFUND

The deposit can be refunded if all of the following conditions are met:

- The notification of withdrawal was informed on time.
- All fees are paid.
- All extras have been paid, for example, learning support, trips, etc
- All invoiced amounts for siblings are paid.

Fulfilling all the conditions above, the Security Deposit will only be **refunded within eight weeks after the last day of the student at GMIS**. The Deposit cannot be used to off-set any tuition fees. The Transfer Certificate of your child/children will only be issued after the Withdrawal Procedure is completed by the Admissions Department. Refunds will be made to the bank account from which we received the original payment.

*Please note that it is mandatory for parents to declare their employer's name, contact details and source of funding (self-funded or company-funded). Any false information is subjected to unlawful act which has serious consequences that would lead to immediate expulsion of student. GMIS has the moral obligation to inform the relevant authorities.

NOTE: These tuition fees and conditions of the Admissions Procedure are subject to change. Prior to the start of the academic year, tuition fees may be modified by Gifted Minds International School (GMIS). GMIS reserves the right to make changes affecting policies, conditions, fees, curricula, or any other matter announced in this publication without further notice. Any changes will be disseminated to the Parents via School online portal and posted in school website and school notice board.