

# Admissions Procedure and Tuition Fees 2026-2027

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**Optimist  
International  
Academy**



## Introduction

Optimist International Academy (OIA) offers both Primary and Secondary Educational Programmes across two campuses, providing a continuous International Pathway from Primary through Secondary. This pathway is shaped by inquiry, multilingual learning, and respect for each student's background and identity.

This year, we are transitioning to the International Baccalaureate (IB) Primary Years Programme (PYP) and Middle Years Programme (MYP) as the framework for our curriculum. The PYP, for students aged 3 to 12, emphasizes inquiry-based learning, while the MYP, for students aged 11 to 16, builds on this foundation to prepare students for the IB Diploma Programme (DP). This transition reflects our commitment to fostering global-mindedness, critical thinking, and personal growth in all our students.

We offer an international learning environment with strong relationships and thoughtfully designed spaces that inspire curiosity and challenge. Through our inquiry-driven approach, we promote reflection, independence, and the development of knowledge, skills, and mindsets that help students navigate an ever-changing world with confidence and care.

Please read this Policy carefully. By signing the enrolment agreement, you enter a legally binding contract with Optimist International Academy. The terms ensure educational continuity, enable resource planning, and support high standards across our Programmes.

## Admissions Process

### Step 1: Making Contact

We welcome applications from families all over the world, who can demonstrate the need for their children to be educated in English, thus ensuring continuity in their education. Students qualify for a placement at Optimist International Academy when:

- The student has a non-Dutch nationality and has a parent that is working in The Netherlands (or in a Dutch border region) for a limited time.
- The student has the Dutch nationality and has lived and gone to school abroad for at least two years because a parent was stationed abroad.
- The student has the Dutch nationality and has a parent (with whom the student will be living) that will be stationed abroad within two years and for at least two years. This is to be proven by a written statement of the parent's employer.

All applications must be submitted through our [Open Apply](#) portal. The admissions process begins when you submit an enquiry. After your enquiry is complete and the **application fee** has been paid, you can schedule a tour or a call with our admissions team via the portal. Please note that phone calls, emails or informal conversations do not constitute an application—students are only considered formally applied once all documentation has been submitted through Open Apply.

### Step 2: Introductory Meeting

We encourage you to visit our school. Where this is not possible; for example, living abroad; we propose an online appointment. This virtual meeting provides a valuable opportunity to get to know each other and to discuss your family's individual needs.

During the intake conversation, we review the information you have provided, learn more about your relocation, and understand your family's expectations and plans. We will also share details about our school, our academic programmes and invite you to attend an Open Day. We consider the following points when a new student applies to join our school:

- **Age Suitability:** Students can be registered earlier; however, we begin the process of application after the student's 3rd birthday.
- The **academic suitability** of the student aligned with our pedagogical philosophy.
- Positive **review/feedback** from the previous school (where applicable).
- The parent, student & school **partnership**.

### Step 3: Admission's Application

Once both parties agree that OIA is the right school, we will ask you to complete the full application and pay a **deposit fee**. This deposit is fully refundable when your child leaves the school, provided all financial matters have been settled. Our checklist will guide you step by step through the process. During this process OIA will



contact previous schools, and we will arrange a 'taster day' (Primary Years Programme only) or 'come and play moment' (Early Years only).

#### Step 4: Confirmation

Once all admission documents are uploaded and both the application and deposit fees are paid, the Admissions Manager will send a confirmation email of your child's acceptance. This will include the anticipated class or year group, start date and a welcome message with practical information for the first day.

#### Step 5: Tuition Fees

Tuition fees will be invoiced once the student starts school and the first instalment must be paid within 14 days. OIA reserves the right to withdraw the student's place if payment obligations are not met. If no place is immediately available, the family will be notified and the student added to a waiting list. We will provide regular updates, and no tuition fee requests will be made until a place becomes available.

### Students with a Single Parent or Guardian

Students who are registered at OIA accompanied by one custodian/parent or guardian are requested to provide the correct legal documentation supporting this admission. The Admissions Team will support you with the request for relevant information to ensure that both legal requirements and your preferences are fully respected.

### Additional Information

Families must provide complete and accurate educational documentation, including psychological or educational assessments, dyslexia evaluations, and records of any academic or specialist support the child has previously received. Parents also authorise the school to contact the child's former school or any professionals involved in their education to gain a comprehensive understanding of the student's needs.

**Failure to disclose any existing learning or behavioural challenges may impact the student's enrolment status.**

### Placement of Students & Important Factors

In The Netherlands, children are required to attend school from their 5th birthday until the end of the year in which they turn 16. In practice, most children start school at age four. At Optimist International Academy (OIA), students **may begin at age four** once the application process has been completed.

When placing students in classes or restructuring groups, we carefully consider factors such as **mixed ability levels, social-emotional and learning diversity, English language proficiency and gender balance**. At the end of each academic year, our teaching staff and Management Team review class arrangements and decide whether to maintain or reorganize groups to best support student learning and development.

Due to the **dynamic nature of our International School**, student enrolment can change throughout the year. In exceptional cases we may need to **split a group or combine two groups** mid-year to ensure a balanced and supportive learning environment. Our priority is always to create the best possible educational experience for every student. Guidelines for group placement are outlined in the '**Group Placement Document**,' which uses a cut-off date of October 1 to September 30 for birthdays.

### Personalised Placement Discussions

We hold personalised discussions with parents to ensure the best placement for each student. An initial meeting, online or in person, is conducted with the Admissions Manager. For Primary Students the school counsellors or Early Years Lead assess individual needs; with final placement decided by the Admissions Manager or Director. For Secondary Students the Admissions Manager and MYP Coordinator lead admission discussions and make the final decision. Parents are involved throughout the process, and no placement is finalised without consultation. For students joining Groups 2 to 8 mid-year, an initial classroom visit is arranged to help them acclimate to the teacher, classmates and school environment.

### 'Come and Play' Sessions for Early Years

For our youngest students in Early Years, we offer 'Come and Play' sessions before they officially join. This introductory experience supports a smooth transition into the school environment and allows the student to feel comfortable before their first day.

### Assessment Period

During the first weeks each student is assessed, and group placement may be adjusted in consultation with the class teacher, school counsellor, and/or Director. If, after six weeks, we determine that we cannot fully



meet a student's academic, social-emotional, or physical needs, we may recommend and support a transfer to a school better suited to those needs.

## Classification of Fees

### Application Fee

To process your application, after an introductory meeting, an **application fee** of **€200** applies. This application fee is non-refundable.

### Deposit Fee

Upon confirmation of a school place, parents are required to pay a **deposit fee** of **€500** within 14 days. This deposit is refundable when the student leaves the school, provided all financial obligations have been met.

### Tuition Fee

Once a school place has been confirmed and the student's seat secured, the pro-rata **tuition fee** will be invoiced upon start. Parents are required to pay the first instalment of tuition fees within 14 days.

## Primary Tuition Fees

The annual tuition fee for the academic year **2026-2027** are fully inclusive. The fees are: **€ 5,765** which covers all educational costs including:

- Excursions and Educational Trips
- Residential School Camp - Groups 7 & 8
- Lunch Supervision
- In-School Devices
- Additional Support from Teaching Assistants
- Extra English (EAL) and Multilingual Support
- Specialist Learning Support and Guidance
- School Coach / Student Wellbeing Support
- In-school Occupational Therapy Facilitation
- In-school Speech and Language Therapy Facilitation

**Swimming Classes:** Groups 3 and 4 have swimming lessons weekly. The fee and participation are voluntary; parents only pay for the lessons; transportation and supervision are at no extra cost. However, if there are insufficient paid participants, these lessons will not continue.

## Secondary Tuition Fees:

The annual tuition fee for the academic year **2026-2027** are fully inclusive. The fees are: **€7,500** which covers all educational costs including:

- Text and Reading Books
- Learning Materials
- Excursions and Educational Trips
- Residential School Camp
- Student Laptop\* and In-School Devices
- Additional Study Support
- Extra English (EAL) and Multilingual Support
- School Coach / Student Wellbeing Support
- In-school Speech and Language Therapy Facilitation

\***Laptops:** The Secondary Programme requires all students to have a rented laptop. This laptop will be maintained and supported by an external provider. All student work is saved onto the 'cloud' and is easily accessible. Should a laptop fail, then a temporary replacement can be signed for from the administration office. **All students require the same laptop, without exception.** These laptops are pre-loaded with schoolbooks, access programmes and Microsoft Office suits. These laptops have a censorship device built in to ensure suitability for students. **The rental fee for this is included in the school fees.**

## Tuition Fee Structure

All tuition fees are paid via our online payment portal, **WIS Collect** (see details below). Each family is provided with individual portal access, which becomes available during the first weeks of the school year.



### Primary School:

When your child joins OIA, you may choose one of the following payment options:

**Option 1** – Tuition fees can be paid in full by **one** payment for **€ 5,765**.

**Option 2** – Tuition fees can be paid in two equal payments of **€ 2 882,50** made **31 October** and **28 February** annually.

**Option 3** – Tuition fees can be paid in four equal payments of **€ 1.441,25** made **31 October, 31 December, 28 February** and **30 April**.

When fees are paid through a **bank transfer** – for example when a parents' company pays the fee – the fee must be **paid in one amount**. Fees are dealt with by our Finance Manager Angelique Podstavnychy. Angelique is happy to help you, contact her at: [ois.finance@floreer.nl](mailto:ois.finance@floreer.nl) All tuition fees must be paid by **31 May** of the corresponding school year.

### Secondary School:

When your child joins OIA, you may choose one of the following payment options:

**Option 1** – Tuition fees can be paid in full by **one** payment for **€ 7,500**.

**Option 2** – Tuition fees can be paid in two equal payments of **€ 3 750** made **31 October** and **28 February** annually.

**Option 3** – Tuition fees can be paid in four equal payments of **€ 1 875** made **31 October, 31 December, 28 February** and **30 April**.

When fees are paid through a **bank transfer** – for example when a parents' company pays the fee – the fee must be **paid in one amount**. Fees are dealt with by Administratie Tweetalig. They are happy to help you, contact them at: [Administratietweetalig@Haarlemmermeerlyceum.nl](mailto:Administratietweetalig@Haarlemmermeerlyceum.nl). All tuition fees must be paid by **31 May** of the corresponding school year.

Each year, the school sets its fees for the upcoming academic year, considering inflation. Furthermore, the school retains the right to make additional adjustments to the fees to accommodate various changes, such as alterations in state funding, increases in external examination fees, expansions of facilities, and programme offerings. Our updated policy will be accessible on the school website starting from **April 1** of the relevant year.

### WIS Collect for Payment

Optimist International Academy uses **WIS Collect** as its online financial portal. Once registered, parents receive a link to their personal account; from here they can view invoices, payments and generate receipts. All communications are sent via email through WIS Collect, which is linked to the primary parent's email address. Please ensure your email is up to date to avoid miscommunication.

### Tuition Fee Reductions and Payment Structure

Families with three or more children attending OIA at the same time are eligible for a fee reduction: **30% for the third child** and **40% for the fourth**. Students starting school during the academic year will be invoiced a pro-rata amount, please see table below:

PRIMARY		SECONDARY	
If you start in:	Fee (€) per Student	If you start in:	Fee (€) per Student
<b>August, September</b>	100% - € 5 765	<b>August, September</b>	100% - € 7 500
<b>October</b>	90% - € 5 188,50	<b>October</b>	90% - € 6 750
<b>November</b>	80% - € 4 612	<b>November</b>	80% - € 6 000
<b>December</b>	70% - € 4 035,50	<b>December</b>	70% - € 5 250
<b>January</b>	60% - € 3 459	<b>January</b>	60% - € 4 500
<b>February</b>	50% - € 2 882,50	<b>February</b>	50% - € 3 750
<b>March</b>	40% - € 2 306	<b>March</b>	40% - € 3 000
<b>April</b>	30% - € 1 729,50	<b>April</b>	30% - € 2 250
<b>May</b>	20% - € 1 153	<b>May</b>	20% - € 1 500
<b>June, July</b>	10% - € 576,50	<b>June, July</b>	10% - € 750



#### Date of Calculation:

- If a student commences **before the 15th** of the month, the corresponding month's fees will apply.
- If a student begins **on after the 15th** of the month, fees for the following month will apply.

### Withdrawing from the School and Refunding

If you choose to withdraw your child(ren), please begin the process by sending a message through your Open Apply portal. Our Admissions Team will guide you through the procedure, including a brief conversation to discuss your decision and assist with the transition. While we encourage students to complete the academic year, we understand that international life can require unexpected moves.

Families are entitled to a refund of paid tuition fees and the deposit, provided all financial obligations have been met and the required notice period is observed. Refunds will be reimbursed to the original payment account in accordance with AVG regulations.

#### Notice Periods:

- Start of school year to 11 April: at least **six weeks'** notice is required, either served in school or paid in lieu of six weeks' fees.
- After 11 April until the end of the school year: at least **eight weeks'** notice is required, served in school or paid in lieu of eight weeks' fees.
- During **summer holidays** (after confirming a place for the next academic year): the deposit fee will be retained instead of a notice period.

#### Refunds:

If you leave in:	Refund of Tuition Fee:
<b>September-December</b>	50% of tuition fees paid
<b>January</b>	40%
<b>February</b>	30%
<b>March</b>	20%
<b>April</b>	10%
<b>May-July</b>	0%

#### Date of Calculation:

- If a student leaves **before 15<sup>th</sup>** of the month, tuition fees for that month will be refunded.
- If a student leaves **on or after 15<sup>th</sup>** of the month, only the tuition fees for the following month will be refunded.

### Bank Details

Please send your payment with the invoice number and the name of your child to:

#### Primary School:

**Stichting Floreer Openbaar Onderwijs**  
**Bank:** ABN-AMRO  
**IBAN:** NL62ABNA0575370270  
**BIC:** ABNANL2A

#### Secondary School:

**Stichting Dunamare**  
**Bank:** Rabobank  
**IBAN:** NL03RABO0138182612  
**SWIFT:** RABONL2U

*These are the banking details of our School Boards.*

### Reserving your Child's Place for the Next Academic Year

#### New Students

You can reserve a place in Early Years for your child before their 4th birthday, subject to availability. Please note that we only accept applications once a child has turned 3.

#### Placement of Siblings at OIA

When you have a child attending our school; brothers and sisters will be given priority in the application process.



## Re-enrolment for the Next Academic Year

Each year, families receive a re-enrolment questionnaire to indicate their plans for the upcoming school year, with responses requested in April. Families who are unsure about the next academic year are granted a one-month extension, with final confirmation required by **8 May**. After this date, the policy for the upcoming year takes effect, and places cannot be guaranteed for families who have not confirmed.

## Privacy, Photography and Publicity

OIA regularly uses photographs of school activities and events for its website and other online school publications. These materials may also be used in press releases and promotional or advertising content. If you do **not** wish for your child to appear in any such material, please indicate this on the application form. Parents acknowledge that OIA is legally required to comply with requests from the host country's government ministries to provide limited personal information relating to students when requested. This information is typically restricted to a student's age and nationality.

## GDPR/AVG (General Data Protection Regulation)

At OIA, we take the privacy and security of your personal information very seriously. Compliance with GDPR/AVG is a shared responsibility and we promote awareness of data protection across our entire school community. We work closely with our school boards and trusted external service providers who support our operations. Together, we ensure that all personal data is handled securely, responsibly and in full compliance with GDPR regulations. If you have any questions about how we manage and protect your data, please feel free to contact us.

## Declaration

### Your Agreement

By enrolling your child at Optimist International Academy, you agree that you have read and understood our three school policies regarding student admissions. You also confirm that all information provided during the admissions process is accurate and truthful.