



Dienst Uitvoering Onderwijs  
Ministerie van Onderwijs, Cultuur en  
Wetenschap

# Pupil count 1 October 2024 for subsidy EOZ's

## Primary education Caribbean Netherlands

DUO organizes subsidies for 'expertisecentra onderwijszorg (EOZ's)' in the Caribbean Netherlands. The pupil count is the basis on which the subsidy for EOZ is determined. DUO gathers and validates the information from the count.

**Please note: funding will be based on the pupil count on 1 February, for which you need to use a different form:**  
*Notification Number of pupils funding primary education.*

### **The count**

The reference date is 1 October 2024. Subsidies for 'expertisecentra onderwijszorg (EOZ's)' will be based on the number of pupils entered on the form.

### **Data required**

The number of pupils by age category, discerned by gender.

### Submitting the data

The counting forms will be available on [www.duo.nl](http://www.duo.nl). Scan the completed forms and send them by e-mail to [caribisch.nederland@duo.nl](mailto:caribisch.nederland@duo.nl). Keep the original completed forms for your own records.

If DUO has not received the data by 15 October 2024, DUO will not have the information required to calculate the subsidy EOZ.

### Summary of registered information (OGT)

When the details on the count form have been processed, DUO will send you a summary of the information that has been registered (OGT). You will receive the OGT by e-mail.

### Check

The information in the OGT must be checked by the school's competent authority. If the information is correct, the OGT must be kept in the school records.

### Corrections

If details on the OGT are incorrect, you must inform DUO no later than 2 weeks after the date on the OGT. The corrections should be made clearly in red pen on a copy of the OGT. You should also give details of the contact person (name, e-mail address and telephone number), and state that this concerns a correction. The competent authority must sign the correction for approval. Scan the corrected copy and send it by e-mail to [caribisch.nederland@duo.nl](mailto:caribisch.nederland@duo.nl). Keep the corrected copy for your own records. If you do not reply within 2 weeks, DUO will assume that the information on the OGT is correct.

### Amended OGT

If you have submitted corrections to the OGT, you will receive an amended OGT. This will be sent to you by e-mail. The subsidy for calendar year 2025 is calculated according to the number of pupils determined no later than 29 November 2024.

### Checks

Your school's auditor will check your pupil count. After this check you need to send in the certified OGT, the count form, and associated assurance report before 1 July 2025. If there are changes to the pupil count, the school auditor has to indicate the details of these corrections on the OGT as well as on the copy of the count form.

The Inspectorate of Education may also check the school's pupil count and pupil administration. These checks will commence in the second quarter of 2025. The results of both checks will be reported to DUO. Subsidies may be amended if there are grounds for doing so after a check.

### Timeline

The pupil count involves several steps. The table on the next page shows the deadlines and who is responsible for each step.

ACTION	DEADLINE	ACTION BY
<b>Statutory count date</b>	1 October 2024	-
<b>Fill in and send count form</b>	on or after 1 October 2024	School
<b>Receive count form</b>	15 October 2024	DUO
<b>Send confirmation of receipt</b>	21 October 2024	DUO
<b>Send OGT</b>	1 November 2024	DUO
<b>Send in corrections to OGT*</b>	2 weeks after OGT received	Competent authority
<b>Send new OGT*</b>	29 November 2024	DUO
<b>Checks</b>	30 June 2025	School's auditor
<b>Send in certified OGT and assurance report</b>	30 June 2025	Competent authority

\* Only if the OGT contains errors.