

## Administrative Policy - Reduced Fees

<b>*Application Fee:</b>	<b>Toddler Community</b>	<b>€ 450</b>
	<b>Children's House</b>	<b>€ 450</b>
	<b>Primary (Elementary)</b>	<b>€ 650</b>
	<b>Middle School (IB MYP)</b>	<b>€ 650</b>

The application fee is due upon the submission of the application form. The date this fee is received determines the order of enrolment. The application fee is non-refundable and paid only once. A receipt will be included with the Tuition Contract.

### **\* Tuition Contract:**

A Tuition Contract is drawn up stating annual school fees and due dates. Parents are requested to sign this contract within two weeks from the date issued, thus completing the enrolment procedure.

The contract is an agreement between the parents and the school. Parents are responsible for payment of the tuition fees due, regardless of arrangements parents may have with their employer concerning the tuition fees for their child(ren).

### **\* Payments:**

All fees are payable in euro on or before the date specified in the Tuition Contract to the KBC Bank, Markt 4, 3080 Tervuren  
BIC Code: KREDBEBB

International Montessori School Tervuren  
Account No: 434-5164481-11  
IBAN: BE30 4345 1644 8111

International Montessori Children's Centre,  
Sterrebeek  
Account No: 434-5181931-01  
IBAN: BE43 4345 1819 3101

International Montessori Wezembeek-Oppem  
Account No: 734-0099509-93  
IBAN: BE98 7340 0995 0993

International Montessori 'Hof Kleinenberg'  
Account No: 734-0236015-23  
IBAN: BE92-7340-2360-1523

- \* Installments:** The annual school fees are paid in two installments:  
60% on or before July 1 and  
40% on or before January 15.
- \* Programmes available:** We offer a wide selection of weekly programs for the Toddler Community and Children's House in order to accommodate the varying schedules of our different families. We ask that families find a program within these options that best suits their needs. We will not be able to provide customised programming outside of these published programs.
- \* Change of programme:** Children can increase in program during the school year. Parents can discuss this with the teacher of their child's class and communicate the change by e-mail to the administration.
- As staffing numbers and various infrastructures are dependent on these program commitments, a request for a decrease in program is subject to review by the business administration team. Requests are to be made in writing to:  
montessori-admin@skynet.be
- \* Bank charges:** Transfers from foreign countries are accepted. Incurred bank charges are to be paid by the depositor.
- \* Late Payments:** Payments outstanding four weeks after the due date incur an increase of 4% interest per month. There is a €20 administration charge for each 'Late Fee' letter.
- \* Sibling reductions:** For additional siblings commencing at the school the tuition fees minus 15% is applicable to the second child in the family and tuition fees minus 20% is applicable to the third or subsequent child of the family.
- \* Tuition Fees include:** Toddler Community and Children's House:
- Daily necessities except for nappies. These are supplied by the parents.
  - School supplies
  - Lunch
  - Day excursions for Children's House children.

Primary and Middle School:

- Instruction in violin, piano, or guitar,
- Books,
- School supplies,
- Sports, including transport
- Lunch on designated 'cooking days'
- Curricular related and other day excursions

**\* Enrolments throughout the year:** New enrolments are accepted throughout the year. Pro-rata tuition fees are available upon request.

**\* Early Withdrawal:** When a student has been enrolled or re-enrolled but will not attend, written cancellation from the parents is to be received prior to June 15. Omitting this cancellation results in the obligation of the 60% payment of the tuition fees.

Pro-rata school fees are reimbursed only in the event of relocation abroad by the employer during the school year. The school requires written notification of a minimum of three months prior to the departure date from both parents and employer.

No refunds are given in the event of the school receiving notification of relocation after January 31.

**\* School Bus Service:** Children between the ages of 3 to 16 can make use of the school bus service. The service is owned and managed by the school. A medium size Mercedes bus and several smaller vans with seat belts are used to do a door-to-door pick up where possible.

The service is charged on an annual cost-recovery basis. Pro-rata fees are calculated for families joining during the year. The fees are payable upfront and are non-refundable.

The annual cost depend on your home address and distance to the school. Prices stated are applicable when several families are serviced from that area. In the event of little demand from a specific location, an individual price will become applicable.

Zone A = Neighbouring communes

Zone B = Non-neighbouring communes

Zone C = Further a field

Zone D = A special bus service, set up for families having children attending the Rotselaerlaan, Tervuren location and the Middle School at 'Hof Kleinenberg', Woluwe.

Both children can be dropped off by the parent at Rotselaerlaan. The Middle School students will be transported to and from Woluwe at a designated time.