

Administrative Policy - Standard Fees

* Application Fee:	Toddler Community	450 Euro
	Children's House	450 Euro
	Primary (Elementary)	650 Euro
	Middle School	650 Euro

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, 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', Woluwé
Account No: 734-0236015-23
IBAN: BE92-7340-2360-1523

- * Bank charges:** Transfers from foreign countries are accepted. Incurred bank charges are to be paid by the depositor.
- * Late payments:** Payments outstanding three weeks after the due date incur an increase of 2%.
- * Enrolments throughout the year:** New enrolments are accepted throughout the year. Pro rata Tuition Fees are available upon request.
- * Tuition Fees include:** Toddler Community and Children's House Tuition Fees cover all daily necessities including lunch. The parents provide diapers/nappies.
- Primary and Middle School Tuition Fees include:
- Instruction in violin, piano, or guitar (MS only)
 - Books,
 - School supplies,
 - Sports, including transport
 - Lunch on designated 'cooking days'
 - Going Out – Curricular related excursions
- * 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 in the event of relocation abroad by the employer during the school year. The school requires a written notification three months prior to the departure date from both parents and employer. The refund takes place according to the following schedule:

Notification received:	For withdrawal before:	Refund of Annual Fees:
By September 30	December 31	40%
By November 30	February 28	20%
After December 1	-	No Reimbursement

*** 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 two 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 depends on the home address and the number of children picked up in that specific area. 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 at Rotselaerlaan and the Middle School students will be transported to and from Woluwe at a designated time.