

Administrative Policy - Standard Fees

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

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 of issue, 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 on the invoice, 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', Woluwe
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.
- * **Programs 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 customized programming outside of these published programs.
- * **Change of program:** 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
- * **Late payments:** Payments outstanding four weeks incur an increase of 4% interest per month. There is a €20 administration charge for each 'Late Fee' letter.
- * **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 Fees include:
- 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 Tuition Fees include:
- Instruction in violin, piano, or guitar,
 - Books,
 - School supplies,

- Sports, including transport
- Lunch on designated 'cooking days'
- Curricular related and other day 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 payment of the full 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 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 June 15	September 1	100%
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 several smaller vans with seat belts are used to do 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 IB 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.