

## Administrative Policy - Standard Fees

<b>* Application Fee:</b>	<b>Toddler Community</b>	<b>400 Euro</b>
	<b>Children's House</b>	<b>400 Euro</b>
	<b>Primary (Elementary)</b>	<b>600 Euro</b>
	<b>Middle School</b>	<b>600 Euro</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, 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: 734-0228281-49  
IBAN: BE97-7340-2282-8149

**\* Bank charges:** Transfers from foreign countries are accepted. Incurred bank charges are to be paid by the depositor.

**\* Enrolments throughout the year:** New enrolments are accepted throughout the year. Pro rata Tuition Fees are available upon request.

**\* Tuition Fees include:** Primary and Middle School Tuition Fees include:

- Instruction in violin/guitar or piano,
- Books,
- School supplies,
- Sports, including transport
- Lunch on designated 'Cooking Days'

Toddler Community and Children's House Tuition Fees cover all daily necessities including lunch. The parents provide Diapers/nappies.

**\* Early Withdrawal:** 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 3 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 the school bus service. The service is owned and managed by the school. A medium size Mercedes bus and 2 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 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

	One way	Return
Zone A: Neighbouring communes	1750 €	2720 €
Zone B: Non neighbouring communes	1965 €	3090 €
Zone C: Further a field	Individual Calculation	Individual Calculation