



## ***Financial Information – Standard Fees and Reduced Fees – An Overview***

Thank you for choosing the International Montessori School for your children. We would like to extend a warm welcome to you!

International Montessori is a collection of small school locations with beautifully renovated and sustainable campuses. It offers stimulating learning environments to children and students aged 1 to 18 years old.

The school is a long-established international school and is proud to have a global representation of humanity. Our main aim is for the children in this community to develop a good self-esteem, responsible actions and empathy for others. Thereby making a contribution to the world as a whole.

Children work in small groups, individually and autonomously. The didactic materials, high teacher-child ratio and differentiation in teaching style helps children develop skills and characteristics and have the opportunity to become strong decision makers.

The school is committed to keeping tuition fees as affordable as possible. Fees are situated within the average fee range of International Schools in Brussels. Standard Fees and Reduced Fees are both publicised on the website. The category Reduced Fees is especially made for families who do not receive financial help from their employer. Families can indicate which fees are applicable to their situation.

### **The following fee levels and related documents are available:**

**1) Standard Fees:** are applicable to families **who receive financial support from their employer**. Families sign a Tuition Contract and Invoices are provided and sent directly to the company.

**2) Reduced Fees:** are applicable to families **who do not receive financial support from their employer**. Families sign the Tuition Contract and keep a copy. This contract is the guiding document for the Tuition fee payments. Invoices and receipts are not provided, personal bank transfer statements serve as proof of payment.

**3) A combination of the two:** is applicable in the event of the employer paying a specific amount or percentage of the Standard Fees and the remaining part or percentage is paid by the parents within the Reduced Fees level. The family receives two Tuition Contracts, one for the Standard section and one for the Reduced section. **Invoices are provided for the Standard section only.**

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#### **4 unique campuses**

**'Rotselaerlaan' and 'Savoorkerke' - Tervuren & 'Hof Kleinenberg' and 'Hof ten Berg' - Woluwe**

For enrolments, please contact: 02-767 6360 or 02-721 2111

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## **Administrative Policy - Reduced Tuition Fees**

|                         |   |              |
|-------------------------|---|--------------|
| <b>Application fee:</b> | <b>Toddler Community and Children's House Section</b> | <b>€ 600</b> |
|                         | <b>Primary and Secondary Sections</b>                 | <b>€ 800</b> |
|                         | International Baccalaureate                           |              |
|                         | Middle Years Programme – IB MYP                       |              |
|                         | Diploma Programme – IB DP                             |              |

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.

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| <b>Tuition contract:</b> | A Tuition Contract is drawn up once the Application Fee has been received, stating annual school fees and due dates. <ul style="list-style-type: none"> <li>• Parents are requested to sign the contract within a two-week period from the issue date, thereby completing the enrolment procedure.</li> <li>• The Tuition Contract is the legal contract between parents and school, irrespective of payment-arrangements that parents have with third parties.</li> <li>• Tuition Contracts are in effect from two weeks after the issue date, this unless the school has received written confirmation otherwise.</li> </ul> |
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| <b>Payments:</b> | All fees are payable in Euro on or before the date specified in the Tuition Contract to:<br>KBC Bank, Markt 4, 3080 Tervuren<br>BIC Code: KREDBEBB |
|------------------|--|

**International Montessori School and International Montessori 'Savoorker', Tervuren**  
Account No: BE30 4345 1644 8111  
**International Montessori 'Hof Kleinenberg', Sint-Stevens-Woluwe**  
Account No: BE92 7340 2360 1523  
**International Montessori 'Hof ten Berg', Woluwe-Saint-Lambert**  
Account No: BE88 7360 1756 4441

|                     |   |
|---------------------|---|
| <b>Instalments:</b> | The annual school fees are paid in two instalments:<br>60% on or before June 15, and 40% on or before January 15. |
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| <b>Bank charges:</b> | Transfers from other countries are accepted. Incurred bank charges are to be paid by the depositor. |
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**Tuition fees include:**

**Toddler Community and Children's Houses:**

- School supplies
- Spare clothes bag
- Day excursions for Children's House children
- Organic lunch (appr. 80%) for children who stay full time

Parents need to count on additional costs related to:

- A daily piece of fruit to share with the group
- Diapers to be supplied by the family

**Primary and International Baccalaureate Middle Years Programme**

- Books
- Book bag - Primary
- Backpack - MYP
- Sports t-shirt
- School supplies
- Art supplies
- Instrument instruction: violin, piano or guitar
- Sports lessons
- Small 'Going-Out's' - group excursions relating to the children's academic work
- Day excursions

Parents need to count on additional costs related to:

- Personal lunches and fruit
- Personal Project in MYP 5
- Overnight excursions and workshops

**International Baccalaureate Diploma Programme**

- Text books Group 1 to 6 are on loan - to be returned to school in excellent condition
- Fiction books from Reading list Group 1 and 2
- Day excursions
- Examination entries - except for re-takes

Parents need to count on additional costs related to:

- Personal lunches and fruit
- Laptop/computer with latest software
- Graphic Display Calculator
- Binders and filing system
- USB sticks
- Specific subject related expenses
- CAS projects
- Resources related to the Extended Essay and TOK
- Multi-day excursions
- Subject related international workshops

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**Proof of payment:**

**Reduced Fees or sections thereof:**

The finance department does not provide proof of payment. Within the online banking procedures, depositors can print their own proof of payment.

**Standard Fees or part thereof:** If required by the company, proof of payment can be provided upon request.

**Sibling reductions:**

**Sibling reductions are applicable only in the event of families paying Reduced Fees.** When younger siblings are attending, 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. Should a sibling leave the school, the percentages of sibling reduction for the remaining children will be recalculated accordingly.

**Programmes available:**

In order to accommodate the varying schedules of different families, a wide selection of programmes for the Toddler Community and Children's Houses are available. We ask that families find a programme within these options that best suits their needs. We will not be able to provide customised programming outside of these published programmes.

**Change of programme:**

Toddler Community and Children's House:

- E1, E2 and E3 are applicable to children younger than 3 only.
- Both in Toddler Community and Children's House, children can increase in programme during the school year.
- Parents can discuss this first with the teacher of their child's class and then with the Head of School.
- Parents sign the 'Change of Programme' form and forward it to the administration.
- The new Tuition Contract will be sent to the family by the finance department.

As staffing numbers and various infrastructures are dependent on these programme commitments, decrease in program is not possible.

Primary and Secondary

- Programmes are fixed
- Full time attendance is required.

**Late payments:**

In order for the school to meet the financial obligations, we must insist on the prompt payment of fees, and this according to the terms of the tuition contract (Tuition Fees) or according to the date on the invoice (Additional Options)

- Tuition Fees are payable according to the dates on the Tuition Contract.
- Students can start as soon as related Tuition fees have been paid.
- Fees payable by invoice such as After School Hours, Musical instruments and bus are payable within 14 days.
- Families are reminded by e-mail when payments have not been paid by the due date.
- In case of no payment response, this is followed by a registered mail.
- Enrolment is not guaranteed by the school when payments remain outstanding.
- After School hour Programme and Musical instruments are suspended till outstanding invoices have been paid in full.

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**Midyear enrolments:** New enrolments are accepted throughout the year at Preschool, Primary and Secondary - Middle Years Programme level. Pro-rata tuition fees are available upon request.

Tuition Contracts are issued well before the enrolment date and are due one month prior to the child's first day at school.

Enrolment into the Diploma Programme 1 is possible for students who:

- Having fully completed MYP 5 or compatible programme;
- Start at the beginning of the school year;
- Taking subjects on offer at International Montessori;

Enrolment into the Diploma Programme 2 is possible for IB transfer students under the following conditions:

- Having fully completed DP 1;
- Start at the beginning of the school year;
- Taking subjects on offer at International Montessori;
- Subject levels and syllabus taught in DP 1 are compatible;
- IB core elements aligned;
- Internally assessed components can be supplied;
- Transfer document is complete.

**Early withdrawal:** **During the current year:**

- Pro-rata school fees are reimbursed **only in the event of relocation abroad by the employer** and is applicable only for notifications of relocation before January 31.
- The school requires a notice of withdrawal in writing from both parents and employer.
- No reimbursements are applicable for any other reason to the above.
- A pro-rata refund is applicable when a minimum notification period of three months is required.
- The family remains responsible for the payment of the Tuition Fees due in this three-month period, irrespective of the departure date.
- Notification after January 31 results in the payment of full Tuition Fees for the entire school year. In the event of fees having been paid, no refunds are given.

**For next school year:**

- Notification of disenrollment for subsequent school year is by March 31.
- Tuition Contracts are made automatically after that date.
  - If the student will not attend subsequent school year, written and signed cancellation from the parents is to be received within two weeks of the issue date on the Tuition Contract.
  - Omitting this timely cancellation results in the obligation of the 60% payment of the tuition fees.

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### After School Hour Programme:

The After School Hour Programme (ASH) is available 5 days per week from 15.00 hrs. to 18.00 hrs. (18.30 at 'Hof ten Berg').

Families can make fixed bookings or attend on an irregular basis when places are available:

- Priority is given to families who pre-book the programme through the codes F1, F2 and H1, H2.
- When pre-booking, families who fall under the Reduced Tuition Fee rate, receive an additional 15% discount on the ASH programme for the younger sibling.

Payment procedure:

- Fixed bookings are part of the Tuition Contract details.
- Irregular ASH attendance is invoiced monthly and available according to vacancies:
  - The ASH is charged from:
    - 15.00 hrs. for all Toddlers and Children's House children
    - 15.30 hrs. for all Primary children
- Prompt payment request:
  - Payments of invoices are due within 14 days
  - After School Hour Attendance is suspended when invoices are in arrears.

### School bus service:

#### Door-to-door:

Children from age three onwards can make use of the school bus service. The service is owned and managed by the school. A modern fleet is used consisting of several 7-seater VW and Nissan vans with seat belts and child-safety seats. A door-to-door pick up and drop off service is provided where possible.

#### Payable upfront and non-refundable:

- The service is charged on an annual cost-recovery basis.
- Bookings are single journeys or return journeys and applicable 5 days per week. Since we work with small busses every seat is allocated to a child. Therefore, no refunds can be made for part-time use.
- Children are dropped off at one address.
- The fees are payable upfront and are non-refundable.
- The bus tours are confirmed in the last week of August and are based on paid invoices and actual home addresses of participating families.
- For families arriving later in the year, pro-rata fees are applicable should there be space left on the bus.

#### Zones:

The annual cost depends on the family's 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 is applicable.

- Zone 1 = Neighbouring communes
- Zone 2 = Non-neighbouring communes
- Zone 3 = Further a field
- Zone 4 = Transfer service connecting the Tervuren and Woluwe locations (School collection point applies)

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## Continuous Enrolment:

### Tuition Contracts for subsequent school year:

- Tuition Contracts for subsequent school year are automatically generated from March 31.
- The new Tuition Contract will include information obtained during the Continuous Enrolment Period.
- Without further communication, the same programme and options as the year before will be applied.
- Changes can be communicated to the school's financial administration via [montessori.admin@skynet.be](mailto:montessori.admin@skynet.be).

### The timeframe:

Changes towards enrolment of subsequent school year can be communicated during the Continuous Enrolment period which is during the month of March. At the beginning of the month, parents receive an information pack indicating:

- Tuition Fees for subsequent school year.
- Request for information in relation to changes in:
  - Programme
  - Additional options such as:
    - After School Hour Programme
    - Musical instrument lessons
    - Bus Service
- Endorsement continuous attendance – Due date March 31.

### Continuous Enrolment Deposit:

- A Continuous Enrolment Deposit (CED) is paid once and held by the school.
- The CED is intricately related to all notifications for subsequent school year made before March 31.
- The CED is paid during the first year of enrolment and requested during the month of March.
- When applicable, families will find the related form in the Continuous Enrolment pack.
- The CED is €750 per child.
- The Continuous Enrolment Deposit is refundable in the event of:
  - Families sending a signed notification-of-withdrawal for subsequent school year to the office prior to March 31. The deposit will consequently be refunded at the end of the school year.

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- The Continuous Enrolment Deposit is non-refundable in the event of:
  - Children leaving during the course of any school year.
  - Written notification of non-attendance for the following academic year provided after March 31.
  - Outstanding invoices are subtracted from the to be reimbursed CED.
  - During the course of the two-year International Baccalaureate Diploma Programme:
    - Students enrolled aim towards successful completion and obtaining the International Baccalaureate Diploma. Therefore, all students and their families entering the Diploma Programme make a commitment to the full two-year Diploma Programme at International Montessori.
    - This deposit is non-refundable in the event of the students attending only part of the two-year programme.
    - The CED is automatically subtracted from the final Tuition Payment of year 2

**Pandemic:**

The school has an appendix to the Admin Policy which is applicable in case of:

- Authorities ordering the community to go into Lockdown.
- Authorities deciding on certain sections (age-ranges) of schools that need to close or make decisions otherwise that influence the possibility of live-education.
- When Local Lockdown is applicable:
  - On community level
  - On school level
  - On campus level
- Other unforeseen circumstances that necessitate in lockdown.

In such cases the International Montessori School of the Air® - remote learning platform will take over. This thoroughly developed platform is provided by the dedicated International Montessori team.

For more information, please consult the Appendix, available on the website under the name 'International Montessori School of the Air®' and the Covid Handbook.

**A good start lasts a lifetime:**

We wish you, your children and older students, a unique experience at International Montessori. The exceptional school setting: warm, sincere and inviting, will help your children develop into the people whom they are meant to be. They receive the opportunity to develop all intelligences and related skills. Thereby becoming strong individuals who will look after themselves, others and the environment at large.

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