



Financial Information – Standard Fees and Reduced Fees – An Overview

At the Primary and the International Baccalaureate Secondary level, the International Montessori Schools provide international and bilingual education at the lowest tuition fees in Brussels. At the preschool level the fees are in-line with other comparable programmes.

A transparent situation is created. 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 school hopes to be able to maintain very compatible fee levels.

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 corresponding invoices are sent 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 above 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.





Administrative Policy - Standard Tuition Fees

Application fee:	Toddler Community and Children's House Section	€ 600
	Primary and Secondary Sections	€ 800
	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.

Tuition contract: A Tuition Contract is drawn up once the Application fee has been received, 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 total sums 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:
KBC Bank, Markt 4, 3080 Tervuren
BIC Code: KREDBEBB

International Montessori School and International Montessori 'Savoorké', Tervuren
Account No: BE30 4345 1644 8111

International Montessori Wezembeek-Oppem
Account No: BE98 7340 0995 0993

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

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

Proof of payment: Due to the evolution in the online banking system, receipts have become obsolete.

An exception is made in the event of parents paying Standard Fees or part thereof through their own bank account and need receipts as proof of payment for their employer. These receipts can be provided upon request by mailing to montessori.admin@skynet.be.

Late payments: In order for the school to meet the financial obligations, we must insist on the prompt payment of fees, according to the terms of the tuition contract. 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.





Tuition fees include: Toddler Community and Children's House:

- School supplies
- Day excursions for Children's House children
- Lunch for children who stay full time

Parents need to count additional costs related to:

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

Primary and International Baccalaureate Middle Years Programme

- Books
- Book bag (only for Primary)
- School T-shirt
- School supplies
- Art supplies
- Instrument instruction: violin, piano or guitar
- Sports lessons and related transport costs
- Small 'Going-Out' - group excursions relating to the children's academic work
- Day excursions

Parents need to count on additional costs related to:

- Personal lunches
- 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 in excellent condition
- Fiction books chosen from Reading list Group 1 and 2
- Day excursions
- All examination entries - except for re-takes

Parents need to count on additional costs related to:

- Personal lunches
- 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 essay
- Multi-day excursions
- Subject related international workshops

Programmes available: We offer a wide selection of programmes for the Toddler Community and Children's House in order to accommodate the varying schedules of different families. 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: Children of Toddler Community and Children's House can increase in programme during the school year. Parents can discuss this with the teacher of their child's class and/or Head of School and sign the 'Change of Programme Form', which is then forwarded to the administration.

As staffing numbers and various infrastructures are dependent on these programme commitments, a request for a decrease in program is subject to review by the financial administration. Requests are to be made in writing to the Head of School.

Midyear enrolments: New enrolments are accepted throughout the year at Preschool, Primary and IB MYP level. Pro-rata tuition fees are available upon request. Invoices are issued before enrolment date and are due prior to the student's start. Diploma Programme Students can only enter midyear when transferring from another IB Diploma Programme and taking subjects on offer at 'International Montessori'.

Early withdrawal: When a student has been enrolled but will not attend the subsequent school year, written cancellation from the parents is to be received prior to May 15. Omitting this cancellation results in the obligation of the 60% payment of the tuition fees. The cancellation letter requires a signature and can be an original document or a scanned copy sent by e-mail.

During the school year, pro-rata school fees are reimbursed **only in the event of relocation abroad by the employer**. The school requires a **written notification prior to the departure date from both the parents and employer**. The refund takes place according to the following schedule:

Notification received:	For withdrawal before:	Refund of Annual Fees:
By June 1	September 1	100%
By September 30	December 31	40%
By November 30	February 28	20%
After December 1	-	No reimbursement

School bus service: 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 a 21-seater Iveco bus and several 6-seater VW and Nissan vans with seat belts. A door-to-door pick up and drop off service is provided where possible. The service is charged on an annual cost-recovery basis. The bus tours are based on the participating family's home addresses. Bookings are single journeys or return journeys and applicable 5 days per week. Children are dropped off at one address. The fees are payable upfront and are non-refundable during the school year. Pro-rata fees are only applicable, in the event of a vacancy left on the bus for families joining later in the school year.

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)





Continuous enrolment: Every child/student in the school is enrolled per complete school section. A Continuous Enrolment Deposit (CED) is paid when re-enrolling for the first time. It is paid per section and is subtracted at the end of each section.

The school sections and related deposits are:

- Preschool education made up of Toddler Community and Children's House - €450
- Primary – Years 1 to 5 - €650
- International Baccalaureate Middle Years Programme – Years 1 to 5 - €650
- International Baccalaureate Diploma Programme – Years 1 and 2 - €750

In the event of a child/student not continuing the following academic year, families send a letter to the office prior to April 2. The deposit will be refunded at the end of the school year. Without any further notice, Tuition Contracts for the subsequent school year are automatically generated after April 2.

The Tuition Contract will include the same programme and options as the year before unless notification is received otherwise from the parents during the Continuous Enrolment Period. Changes can be communicated to the school's financial administration.

The Continuous Enrolment Deposit is non-refundable in the event of:

- Children/students attending part of the school year
- Notification of non-attendance for the following academic year is given after April 2.
- IB Diploma Programme: The 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'. Families pay a deposit of €750 which is applicable to the final Tuition Payment of year 2 of the Diploma Programme. This deposit is non-refundable in the event of the students attending only part of the two-year programme.

