



# MONTESSORI HOUSE BRUSSELS

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## Conditions of Enrolment

- ◆ The enrolment fee is due before the child's arrival. This is a one-time non-refundable fee to cover administrative costs for the student applying for the first time. Receipt of the enrolment fee will be included in the tuition fees invoice to allow parents to claim reimbursement from their company.
- ◆ Receipt of tuition fees and forms by the stipulated date is a pre-condition to the student's attendance in class.
- ◆ Parents will receive a yearly invoice payable before the academic year commences. A division in two parts is offered (payments in July and January).
- ◆ For students who leave during the academic year a formal notice must be sent to the school.  
If the child leaves before 1<sup>st</sup> January, there is a 25% reimbursement of the tuition fees.  
If instead the child leaves after 1<sup>st</sup> January, there will be no refund.
- ◆ Please note that the enrolment of a student is an individual contract between the parents and the school regardless of any arrangement parents may have with their employer, regarding payment of the school fees for their child/children.