

B.I.S. Financial Regulations

Updated review date: 23rd November 2020

Next review date: 1st September 2022

Policy Author: Gloria Harrison, Head of Admissions & Marketing



INSTRUCTIONS

Contract Parties shall agree to the B.I.S. Financial Regulations before enrollment. By signing the School Contract, the Contract Party has already agreed on the terms and conditions of the Financial Regulations. By signing this contract via our online platform OpenApply or by paper, the Contract Party confirms to have read and agreed to the terms and conditions hereunder.

TERMS AND CONDITIONS

1.1 Admission fee

The Admission Fee shall be paid once per student, when the student is first enrolled in the School. Upon receipt of the application for admission, the School will issue an invoice for the application fee and tuition. This one-time non-refundable fee covers the administrative costs of processing the student's application..

1.2 Schedule Fees

Tuition payment options:

- Annual payment of tuition due June 30th..
- Semi-annual payment of tuition (first payment due June 15th of 50% and second payment due by December 15th of 50%).
- Tri-annual payment of tuition (first payment due June 15th of 33,3%, second payment due by October 15th of 33,3%, and third payment due by December 15th of 33,3%).
- Quarterly payment of tuition (first payment due June 15th of 25%, second payment due by September 30th of 25%, third payment due by December 15th of 25% and forth payment made by February 15th of 25%)

Reductions are applicable for students joining the School during the course of the academic year. Further information is available on www.bischool.com/admission.

Activities and materials not covered by Tuition Fees are listed under Section 'Other Fees'.

1.3 Late Payments

Payment of any invoiced amount must be made to our account in Brussels, net, without discount or charge for BIS.

Any delay in payment obliges the customer, as of right and without prior notice, to pay an interest of 1% per month, without prejudice to any damages.

In the absence of payment of an invoice by its due date, its amount will be increased automatically and without prior notice by 5%, with a minimum of € 150.00, as a conventional penalty clause.

Failure to pay on the due date or unpaid draft makes all other claims of BIS on the CLIENT immediately and fully payable without prior notice. even if a payment period had been granted, and further authorizes BIS to suspend its services.

In the event of breach of the contract for any reason whatsoever, all down payments or down payments will be retained by BIS as an irreducible indemnity without prejudice to the claim for full compensation for the damage it has suffered.

In addition, an administration charge of 50 EUR is added for the second reminder and another 50 EUR for the third reminder. All other costs incurred in the process of obtaining payment will be added to the original invoice.

The Contract Party who has outstanding debts with the School will not receive academic reports, school transcripts or any other school records until the remaining balance has been cleared. A student may be barred from attending School if the outstanding debts remain unpaid after three written reminders. Students will not be enrolled for the following school year if fees are outstanding.

All payments should be made to:

Brussels School ASBL, Bogaerts International School

Rue Engeland 555, 1180, Uccle- Belgium

IBAN: BE 45 3630 2981 3089

S.W.I.F.T.: BBRUBEBB

Bank: ING

***The child name and invoice number shall be included in each communication.*

1.4 Withdrawals

Notice of a student's withdrawal shall be given to the Head of Admissions, in writing, and as early as possible. As a minimum, the School must have one term's notice for the withdrawal of a student. The fees for early withdrawal will be prorated according to the following scheme:

- Students withdrawing **before 31st October** will be charged 50% of the annual tuition fee;
- Students withdrawing **between 1st November and 31st December** will be charged 65% of the annual tuition fee;
- Students withdrawing **on or after 1st January** will be charged the full annual tuition fee.

1.5 Invoice Payments

The Contract Party who signs the Financial Regulations form is responsible for all financial matters, regardless of the invoice address.

1.6 Tuition Fees

ADMISSION FEE: Early Year 1 - 12: EUR 1.000 - one-time fee, non-refundable.

ANNUAL TUITION: Please see www.bischool.com/admissions for current Tuition Fees.

1.7 Other Fees

In case the Contract Party signs up for services offered by the School that are not a compulsory element of the student's learning program, the Contract Party agrees to pay the fees related thereto.

The following fees/charges are examples of what is not included in the Tuition Fees and will be invoiced separately:

SEN Support • Transport to school • Sports Trips/Tournaments • After School Activities • School Trips • School Supplies • Canteen • Calculators • Photos • Books • Yearbook • Uniforms • Optional Curriculum Enriching Trips (CAS, MUN, Language trips, etc.) • etc.

The amount of the Other Fees and the sign-up procedure for these additional services are published on the School's website or available upon simple request. The sign-up procedures and the amount of the Other Fees are hereby also accepted by the Contract Party.

1.8 Interruption of services

In the event of interruption of services provided by the School due to (a) unsafe weather conditions, (b) force majeure, or (c) any decision of any federal or regional government or authority to partially or entirely close the School, there will be no refund of the Tuition Fees/Other Fees.

If the School is forced to close the campus because a "force majeure" (i.e. Covid), the School will follow the Distance Education Protocol.

1.9 Resolution

Judicial or amicable liquidation, bankruptcy or collapse of the CLIENT will result in the immediate resolution of the current contractual relations and the down payments and deposits paid will be retained as a lump sum compensation without prejudice for BIS of its right to pursue the claim and the payment of its claim.

1.10 Litigation

Any possible complaints must be lodged with the BIS head office by detailed and justified registered letter, sent no later than 5 working days following the sending of the invoice or the handing over of the work. The cases of disputes and possible disputes will be the exclusive competence of the Courts of Brussels.