



Notice on school fees 2024-2025.

(11/12/23)

The school fees related to a pupil's education at Agnes School are structured in two main categories:

- a. The so-called "**mandatory**" fees: they include the tuition fees and the fixed flat fees per child
- b. The so-called "**optional**" fees: they stem from voluntary choices made by families, based on optional enrollment.

This notice on school fees forms an integral part of the booklet on "Rules and practical information". A child's place at the school is dependent upon the parents accepting and adhering to the present notice and rules.

I) The mandatory fees

The tuition fee is reviewed and set annually by the Board of Directors of Agnes School asbl. An annual invoice is issued in September of each academic year. It can be paid either monthly (over 10 months – due by the 10th of each school month, excluding July and August), or quarterly (due on 30/09, 31/01 and 30/04), or in one full transaction (due by the 31/10). Payments can be done via bank transfer or direct debit.

From the moment a pupil joins the school, the full yearly mandatory fees are due. Early departure during the school year does not result in a reduction nor in the pro-rata temporis of the amount of the annual bill.

1.1 First enrollment and subsequent re-enrollments

First registration: payment of a non-refundable administrative fee of 750 Euros per child.

First registration for a child whose siblings are already attending Agnes School in 2024-2025: payment of a deposit of 500 Euros per child.

When the school confirms the allocation of a place to a pupil, families are invited to commit by paying a deposit of € 500 per registered child. This is a guarantee that is returned when the student leaves school, when all invoices have been duly paid. The deposit will not be refunded in the event of subsequent cancellation of registration.

Subsequent re-registrations: payment of a re-registration guarantee.



In order to guarantee the place of a pupil within the school from one year to the next, parents are invited to pay (around December/January) a deposit on the school fees for the following year in the amount of 600 Euros per re-enrolled child. This deposit will be automatically deducted from the fees of the following year and will be included on the first invoice to be issued in September. This sum cannot be returned in the event of a subsequent withdrawal / cancellation of registration.

1.2) TUITION FEE PER CHILD PER YEAR:

Yearly tuition fees for 2024-2025, per pupil.

M = pre-primary or so-called "maternelles section", P = primary section, S= Secondary school
FR-NL = French/Dutch section, FR-EN = French-English section

LEVEL	STANDARD TUITION	PROFESSIONAL TUITION FEES*
M0 (2-3 years old, born in 2022)	8.520 € / year (after-school care included)	10.400 € / year (after-school care included)
FR-NL Section, from M1 to P6	7.450 € / year	10.300 € / year
FR-EN Section, from M1 to P6	10.300 € / year	12.190 € / year
Secondary school, S1 to S3, NL section	7.885 € / year	12.290 € / year
Secondary school, S1 to S3, EN section	10.965 € / year	16.470 € / year

* This rate applies when at least 70% of the tuition fees are paid by the employer.

Reduced rate for families registering several children:

- A discount of 10% per registered child will be applied for families registering two children at Agnes School (enrolment as of January 2025).
- A discount of 20% will be applied to every child of a family of 3 or more children enrolled at Agnes School (enrolment as of January 2025).

1.3) YEARLY FIXED EXPENSES PER PUPIL

Mandatory accident insurance	Valid for the entire year, including vacation time. It covers damages to a pupil and damages caused to others.	12€
Service fee	Fee related to communication services and new technologies (mail, website, databases ...)	35€



Pedagogical equipment	Supplies (books, diary, fancy fair outfit, class stationery, certain type of notebooks*, paint, cardboards, etc) to be used all year round. - Expenses for pupils of pre-primary: 80€ - Expenses for pupils of primary : 240€ - Expenses for pupils of secondary: 160€ The other school supplies (pens, pencils, erasers, etc) will be purchased by the families as per an itemised list provided by the school to the parents. *Books for the pupils of secondary are to be purchased separately by the families.	Items sold independently from school.
Organic fruits	Children from M0 to P5 receive an organic fruit daily, 5 times a week, during the break. Not applicable for pupils of secondary	80€ (Children in primary until P5) 40€ (Children in pre-primary)
School trip	M0 M1 to P3 For P4, P5 and P6 (including one night accommodation) For pupils of secondary	35€ 45€ 90€ To be specified separately
Outings and excursions	Includes all outings (cultural, artistic, musical and linguistic events in line with the curricula) From M1 to P6 For secondary	35€ 90 €
Sport day	From M1 to P6 Not applicable in secondary	25€
Solidarity contribution	VOLUNATRY CONTRIBUTION: it helps financing the reductions on tuition fees for siblings. This amount will be reimbursed to families who do not wish to contribute, provided that the claim is introduced prior to 15 October 2023.	Minimum of 20€/family, or 50, 100, 200, 500 or more – at the family's discretion

1.4 UNIFORM

UNIFORM	Pre-primary : Apron to be purchased at the secretariat.	33€
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	Primary and secondary: Mandatory school uniform.	Cf internet site/sold separately, in a shop
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II) FEES FOR OPTIONAL SERVICES

Those fees apply for the pupils of pre-primary and primary classes only. All fees for optional services in the secondary school are to be specified separately.

Optional services are available upon prior registration, for a whole year. Those services are to be paid ahead of time, for the entirety of the time period stipulated below. Once the activities have started, it is not possible to modify registration; fees remain due. No changes or pro-rata calculations can be made during the period in question except in cases of force majeure (health, relocation, etc.) and no such changes or calculations can be made without the prior agreement of the school's management team. Isolated absences will not be reimbursed.

An invoice for these services will be issued at the start of each period and is to be paid in advance for the entire period in question.

For each service, registration is made per day of the week.

2.1 Optional services

Item	Pupils	Period I Sept-Dec	Periode II Jan-June
HOT MEALS Mo, Tu, Thu, Fr	M0 and M1 M2, M3, P1 to P5	5,70 €/meal/day 6,80€/meal/day	5,70€/meal/day 6,80€/meal/day
OCCASIONAL HOT MEALS	Exceptional hot meals.	9,50€/meal	
SUPERVISED STUDY (Rue Louis Hap) : 4 TO 5PM Mo, Tu, Thu, Fr Access to the garderie (from 5 to 6pm) is included in this rate.	P1 to P5	90€/day	180€/day
SUPERVISED STUDY (Avenue Père Damien) Mo, Tu, Thu, Fr	P6 to S2	135€/day	260 €/day
GARDERIE : 4 TO 6PM Mo, Tu, Thu, Fr	M1, M2, M3, P1 to P5	70€/ day	140€/ day



Wednesday : 12h30 to 6pm - Garderie without extra-curricular Activities - Garderie with extra-curricular activities. Pupils from primary classes have the possibility to do their homework voluntarily, without supervision, while at the garderie.		180€/ day 70€/ day	360€/ day 140€/day/period
OCCASIONAL GARDERIE In the event a child must exceptionally be looked after in the garderie.	M0 to P5	5€/hour/child	
GARDERIE AFTER 6pm In case of custodian coming late to school, after 6pm, thereby forcing the school staff to stay at work after working hours.	M0 to P5	20€/per 15 minutes/child.	
EXTRA CURRICULAR ACTIVITIES	M0 to S3 Prior registration mandatory.	See separate detailed communication with activities on offer and prices.	
MODIFICATION(S) ON REGISTRATION TO OPTIONAL SERVICES PASSED GIVEN DATES	Flat fee for administering late registration for optional services	20€/child	

2.2 Optional complementary activities

Throughout the year, the school offers complementary activities, which may generate costs; participation in these activities is at the discretion of families. Specific communications from the school specify how to participate and the possible costs.

As examples (non-exhaustive list), fall into this category:

- Participation in school life events: school party, sports afternoon with family, candelmas, Christmas concert, parents / teachers dinner;
- The purchase of various items through the school: class photo / sibling photo, Christmas tree, Advent wreath, recorder, etc. ;
- Participation in the costs of organizing the sacraments;
- Training and conferences in support of parenthood.



III) PAYMENTS: TIMING AND MEANS

Invoices are payable within 30 days of the invoice date (except for school fees which are due as indicated on page 1). In the event of non-payment on the date indicated on the invoice, and after a first reminder free of charge, Agnes School asbl will charge late payment interest, in accordance with the law of 2 August 2002 relating to the fight against late payment in commercial transactions, and a lump sum indemnity will be calculated as follows.

- 20 EUR if the balance due is less than or equal to 150 EUR
- EUR 30 plus 10% of the amount due on the portion between EUR 150.01 and EUR 500, if the balance due is between EUR 150.01 and EUR 500;
- EUR 65 plus 5% of the amount due on the portion above EUR 500, with a maximum of EUR 2,000, if the balance due is greater than EUR 500.

The costs of formal notice for each additional reminder amount to EUR 7.50, plus the postage costs applicable at the time of sending.

All invoices can be settled as follows:

3.1 By bank transfer at BE17 0688 9920 8821 – AGNES SCHOOL ASBL, Rue Louis Hap 143 à 1040 Bruxelles

3.2 By direct debit: To launch this option, please fill-in the direct debit form available in the annex below or on our website, print it, fill it in, and return to the secretariat.

IV) TAX REGIME

Following a change in legislation dated september 2023, the school is no longer in a position to issue tax certificates for parents of children of M1 and above to claim tax discounts.

Bruno VANNESSON
Président



ANNEX : SEPA DIRECT DEBIT MANDATE CORE SEPA

CREDITOR:

Agnes School asbl
Rue Louis Hap, 143
1040 Bruxelles

Mandate reference: it will be communicated upon registration by the bank.

Your bank detail:

Name :	
First-name :	
Address :	
Postal Code:	
City :	
Country :	
Account number (IBAN) :	
BIC of the bank:	

Reason of payment: Invoices linked to tuition fees and miscellaneous school fees (recurrent payment).

By signing this mandate form, you authorise:

- The creditor (= the school) to send instructions to your bank to debit your account
- Your bank to debit your account in accordance with the instructions from the creditor (= the school).



AGNES SCHOOL

Date _____ Place _____

Signature

As part of your rights, you are entitled to a refund from your bank under the terms and conditions of your agreement with your bank. A refund must be claimed within 8 weeks starting from the date at which your account was debited. Your rights and obligations regarding the above mandate are explained in a statement that you can obtain from your bank.