

2023-2024



## INTERNATIONAL SCHOOL FEES STRUCTURE

<b>CASA DEI BAMBINI (3-6) Montessori Kindergarten From 8:00 - 11:30 am</b>		
<b>Fees per child</b>	<b>Payment Due</b>	<b>Amount in IDR</b>
<i>Per month (12 x for full academic year, incl.holidays)</i>	<i>1<sup>st</sup> of month</i>	<i>4.000.000</i>
<i>Per Quarter (4x)</i>	<i>1<sup>st</sup> of August, 1<sup>st</sup> of November, 1<sup>st</sup> of February, 1<sup>st</sup> of April Or on acceptance</i>	<i>11.000.000</i>
<i>Per semester (2x)</i>	<i>1st of August, 1st of February Or on acceptance</i>	<i>21.000.000</i>
<i>Per year (1x) – upfront payable</i>	<i>1st of August or on acceptance</i>	<i>40.000.000</i>
<b>Refundable Security Deposit * (except upfront payment per year)</b>		
		<i>4.000.000</i>
<b>Registration Fee: new students</b>		
		<i>5.000.000</i>
<b>Capital Developm. Levy: annual</b>		
		<i>4.000.000</i>

<b>CASA DEI BAMBINI (3-6) Montessori Kindergarten From 8:00 - 11:30 am</b>		
<b>Fees for Siblings – 25% disc.</b>	<b>Payment Due</b>	<b>Amount in IDR</b>
<i>Per month (12 x for full academic year, incl.holidays)</i>	<i>1<sup>st</sup> of month</i>	<i>3.000.000</i>
<i>Per Quarter (4x)</i>	<i>1<sup>st</sup> of August, 1<sup>st</sup> of November, 1<sup>st</sup> of February, 1<sup>st</sup> of April Or on acceptance</i>	<i>8.250.000</i>
<i>Per semester (2x)</i>	<i>1st of August, 1st of February Or on acceptance</i>	<i>15.750.000</i>
<i>Per year (1x) – upfront payable</i>	<i>1st of August or on acceptance</i>	<i>30.000.000</i>
<b>Refundable Security Deposit * (except upfront payment per year)</b>		
		<i>3.000.000</i>
<b>Registration Fee: new students</b>		
		<i>3.750.000</i>
<b>Capital Developm. Levy: annual</b>		
		<i>3.000.000</i>

2023-2024



## INTERNATIONAL SCHOOL FEES STRUCTURE

<b>CASA DEI BAMBINI (3-6) Montessori Kindergarten From 8:00 - 13:30 pm</b>		
<b>Fees per child</b>	<b>Payment Due</b>	<b>Amount in IDR</b>
<i>Per month (12 x for full academic year, incl.holidays)</i>	<i>1<sup>st</sup> of month</i>	<i>5.500.000</i>
<i>Per Quarter (4x)</i>	<i>1<sup>st</sup> of August, 1<sup>st</sup> of November, 1<sup>st</sup> of February, 1<sup>st</sup> of April Or on acceptance</i>	<i>15.200.000</i>
<i>Per semester (2x)</i>	<i>1st of August, 1st of February Or on acceptance</i>	<i>28.700.000</i>
<i>Per year (1x) – upfront payable</i>	<i>1st of August or on acceptance</i>	<i>55.000.000</i>
<i>Refundable Security Deposit * (except upfront payment per year)</i>		<i>5.500.000</i>
<i>Registration Fee: new students</i>		<i>5.000.000</i>
<i>Capital Developm. Levy: annual</i>		<i>5.000.000</i>

<b>CASA DEI BAMBINI (3-6) Montessori Kindergarten From 8:00 - 13:30 pm</b>		
<b>Fees for Siblings – 25% disc.</b>	<b>Payment Due</b>	<b>Amount in IDR</b>
<i>Per month (12 x for full academic year, incl.holidays)</i>	<i>1<sup>st</sup> of month</i>	<i>4.125.000</i>
<i>Per Quarter (4x)</i>	<i>1<sup>st</sup> of August, 1<sup>st</sup> of November, 1<sup>st</sup> of February, 1<sup>st</sup> of April Or on acceptance</i>	<i>11.400.000</i>
<i>Per semester (2x)</i>	<i>1st of August, 1st of February Or on acceptance</i>	<i>21.525.000</i>
<i>Per year (1x) – upfront payable</i>	<i>1st of August or on acceptance</i>	<i>41.250.000</i>
<i>Refundable Security Deposit * (except upfront payment per year)</i>		<i>4.125.000</i>
<i>Registration Fee: new students</i>		<i>3.750.000</i>
<i>Capital Developm. Levy: annual</i>		<i>3.750.000</i>

2023-2024



## INTERNATIONAL SCHOOL FEES STRUCTURE

<b>PRIMARIA (6-12) Montessori Elementary 08:30 am – 1:30 pm</b>		
<b>Fees per child</b>	<b>Payment Due</b>	<b>Amount in IDR</b>
<i>Per month (12 x for full academic year, incl. holidays)</i>	<i>1<sup>st</sup> of month (except July)</i>	<i>6.500.000</i>
<i>Per Quarter (4x)</i>	<i>1<sup>st</sup> of August, 1<sup>st</sup> of November, 1<sup>st</sup> of February, 1<sup>st</sup> of April Or on acceptance</i>	<i>18.000.000</i>
<i>Per semester (2x)</i>	<i>1st of August, 1st of February Or on acceptance</i>	<i>34.000.000</i>
<i>Per year (1x) – upfront payable</i>	<i>1st of August or on acceptance</i>	<i>65.000.000</i>
<b>Refundable Security Deposit * (except upfront payment per year)</b>		
		<i>6.500.000</i>
<b>Registration Fee: new students</b>		
		<i>5.000.000</i>
<b>Capital Developm. Levy: annual</b>		
		<i>5.000.000</i>

<b>PRIMARIA (6-12) Montessori Elementary 08:30 am – 1:30 pm</b>		
<b>Fees for Siblings – 25% disc.</b>	<b>Payment Due</b>	<b>Amount in IDR</b>
<i>Per month (12 x for full academic year, incl. holidays)</i>	<i>1<sup>st</sup> of month (except July)</i>	<i>4.875.000</i>
<i>Per Quarter (4x)</i>	<i>1<sup>st</sup> of August, 1<sup>st</sup> of November, 1<sup>st</sup> of February, 1<sup>st</sup> of April Or on acceptance</i>	<i>13.500.000</i>
<i>Per semester (2x)</i>	<i>1st of August, 1st of February Or on acceptance</i>	<i>25.500.000</i>
<i>Per year (1x) – upfront payable</i>	<i>1st of August or on acceptance</i>	<i>48.750.000</i>
<b>Refundable Security Deposit * (except upfront payment per year)</b>		
		<i>4.875.000</i>
<b>Registration Fee: new students</b>		
		<i>3.750.000</i>
<b>Capital Developm. Levy: annual</b>		
		<i>3.750.000</i>

# ADMINISTRATIVE & FINANCIAL POLICIES

## TUITION POLICY

*(please see also parent's handbook from p.12-17 )*

### *Enrolment Agreement*

*On payment of the Enrolment fee, the Security deposit and/or Tuition Fees, parents and guardians are deemed to have accepted in full the policies, terms and conditions of the School as contained in the Parent Handbook or as otherwise notified to parents in writing.*

## FEES AND CHARGES

### Enrolment Fees:

#### **Registration Fee**

*Registration fee is non refundable and is payable on acceptance of placement at the school program.*

#### **Security Deposit:**

*This fee acts as a deposit which is returned if all accounts have been settled in full, all school property has been returned, and a required notice has been given. This fee also is used to secure a spot in one of our programs.*

*This deposit is normally not refundable in the case of application withdrawal.*

#### **Capital Development Levy**

*The Capital Development Levy Fee is used for facility costs such as school materials, building renovations & maintenance, extensions, and new buildings. This fee is non-refundable, paid on registration and annually on June 1<sup>st</sup> or by acceptance.*

### TUITION:

*We offer to our families 4 different options of tuition fees payment:*

#### **1. Monthly payment (12x):** short term /long term.

*The full year (12 months) tuition is divided into 12 equal payments (monthly, must be paid also during all holiday periods, as the school has ongoing expenses to cover). A security deposit is paid on registration.*

#### **2. Quaterly payment (4x):**4 equal payments. A security deposit is paid on registration.

#### **3. Semester payment (2x):** in 2 equal payments (per semester). A security deposit is paid on registration.

#### **4. Annual fees payment (1x) :** upfront at the beginning of the school year . No security deposit

*Each payment is paid in advance, usually on 1<sup>st</sup> of a month or by acceptance.*

***Allowances or refunds will NOT be made for phasing-in, illness or vacations!***

### **Discounts:**

***Siblings:*** there is a 25% discount on tuition fees for siblings.

***Indonesian families:*** Students with both parents holding an Indonesian passport may apply for the "INDO discount". Availability of this part scholarship depends upon the number of students in each class already receiving this discount. Only by application & financial meeting with the Admin/Foundress.

### **Notice of Intention to Leave Policy:**

**Should a child be withdrawn, MINIMUM 2 MONTHS NOTICE IN WRITING BEFORE, must be received in order to qualify for refund of tuition fees! Failure to provide said notice will result in the school invoicing the family for the next quarter or semester. This also applies to monthly payment. Please unsubscribe from the school in writing at least 2 months in advance, otherwise another 2 months will be charged.**

### **PLEASE NOTE:**

**As we do not replace children from May to July, no refund of tuition fees for this term can be made for any reason. We rely on tuition fees to cover all running costs of the school. If you withdraw your child for this term, tuition fees are forfeited!**

### **Payments:**

Payment can be made in IDR by cash in our school office or by bank draft. Please note that all bank charges are the responsibility of the payer and the full amount of invoice without deduction should arrive in the School's account. Any unpaid charges will be added to the next term's fees.

If payment made by bank draft, please send a proof of payment (picture) by WhatsApp to the Admin/Foundress.

### **Late Payments**

In order for us to meet our financial obligations, we depend upon prompt payment of tuition. A late fee of IDR 250 000 per week will be imposed on accounts not paid by the due date and within the next 7 following days. If you are in financial difficulties, please notify the school office in advance to avoid the late fee.

If tuition becomes **90 days**, the school will consider any payment arrangement breached, and will declare the entire balance of charges immediately due and payable. In this event, if there is default of payment of any instalment provided for in the enrollment contract, the student may not be allowed to continue classes.

### **Extenuating Circumstances**

The Foundress will consider extenuating financial circumstances with regards to timely payment of tuition fees. Please contact the school official immediately, in the event that extenuating circumstances do not allow you to make timely and full payments.

### **Tuition Rates**

Tuition and fees are reviewed annually and adjusted according to the School's needs and development. Inflation and other economic factors that impact spending are also taken into consideration. Following Indonesian legislation, all fees are charged in Rupiah. When paying from a foreign currency account, please check with the bank for the current exchange rate to ensure the correct amount is transferred.

**BUSINESS TRANSACTIONS:** All business transactions should be conducted with the school Administration. Please call the school to schedule an appointment.

### **STUDENT RECORDS:**

All student records are confidential. Parents have the right to review and add comments. Records are released only upon written parental consent and when all financial obligations have been met. Please give the office sufficient notice if records are to be transferred.

### **ENROLMENT PROCESS: WHAT TO BRING**

1. Completed Registration Form & non-refundable Registration Fee
2. Signed Enrollment Contract + photo
3. Capital Development Levy
4. Security Deposit
5. Tuition fees : paid upfront per year, semester, quarterly or monthly
6. Parent handbook : carefully read through
7. Photocopies of Recent School Report Card (if Primaria) or development Reports (special needs)
8. Photocopy of Birth Certificate or Passport
9. Photocopies of Immunization Records (if immunized)