

SHORT TERM, NON-EU & EU AU PAIR (MAX 4 MONTHS)

ADMINISTRATIVE FEE*

€550- VAT EXCLUSIVE, ONE-TIME FEE

- **The administrative fee** includes the costs for the placement and assistance provided to the au pair and the host family during the organisation/administration of - and during the placement.
- Au pair office charges the **fees to external agencies** to the customer.

To be paid to third parties

- **The compulsory insurance** will be arranged by Au Pair Office. After payment of the insurance invoice, Au Pair Office receives the necessary documents and will inform the au pair about the policy pre arrival. All further insurance related claims must be mailed to insurance directly to claims@expatinsurance.eu
- **Flight costs to Belgium** are paid by the host family. Flight costs to the home country, at the end of a completed contract, will be paid by the host family. Au Pair Office can request the arranging of the flights unless the customer expressly confirms in writing that he has arranged and paid for the flights in which case the customer is obliged to pass the flight information to Au Pair Office. If the customer arranges the flight himself, Au Pair Office is not liable for missing out on the working visa and the associated consequences if the correct flight information is not delivered on time. Au Pair Office advises to book a flight only after approval of the work card and working visa. One can choose between a single ticket / two single tickets or a return. The return flight of a return ticket must be altered, and the additional amount must be then paid too with a single ticket customer can book and pay for the outward journey in advance, view the return flight together once the au pair has been admitted to the family. Usually, a return is just a little cheaper. A return is valid for a maximum of 12 months

OTHER COSTS

WHAT	AMOUNT	PAYMENT TO WHOM	WHEN	OBLIGATORY
Monthly au pair pocket money	min. €450	Au Pair	Monthly	Yes
Residence permit fee	approx. €100	Municipality	one-time, when registering with the municipality	Yes
Compulsory language classes	Approx. €210	School	Before starting course	Yes
Bus-, phone- and fitness subscription	depending on your choice	Au Pair	One-time or monthly	No
Ticket au pair to Belgium	depending on which country	Travel agent	One-time	yes
Ticket to home- or other country	depending on which country	Travel agent	One-time	Upon completion of contract
Events	Max €30	APO	Twice annually	Highly recommended
First Aid Trainings	Max €50	APO	Once or twice annually	Highly recommended

**Payments must be carried out within 10 days following the invoice. All prices are subject to printing and typographical errors.*