

FULL SERVICE, NON-EU AU PAIR

STARTUP FEE*	€450 - VAT EXCLUSIVE, ONE-TIME FEE
RECRUITMENT, SELECTION FEE*	€395 - VAT EXCLUSIVE, ONE-TIME FEE
ADMINISTRATIVE FEE*	€1200 - VAT EXCLUSIVE, ONE-TIME FEE
REPLACEMENT FEE*	€290,- VAT EXCLUSIVE, ONE-TIME FEE

- **The startup fee** includes the startup of the file.
- **The recruitment & selection fee** includes the search for the au pair, requesting the necessary information, and creating the au pair file. The au pair is screened by Au Pair Office or a partner agency.
- **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. For non-European au pairs this includes the migration file and the request of the work permit, as well as creation of the file for the embassy and the request of the working Visa prior to departure. Non-European au pairs always need an outbound (compulsory) flight, otherwise they may be refused access to Belgium upon arrival.
- **The replacement fee** includes long-term replacement of the au pair. If you wish to obtain a guarantee to ensure that the administration will be arranged free of charge if the placement is terminated prematurely, in the first four months, an additional fee has to be paid at the start of the administration fee of the original file. Upon successful placement, this optional replacement fee cannot be used for other purposes. This is a one-off solution, per full paid file. A search fee will be charged for the recruitment of a substitute au pair if Au Pair Office carries out this recruitment. If the host family is the cause of recurring problems with the au pair, the au pair can be removed from the host home. In case of a short-term placement (max. 4 months), there will never be a replacement.
- **Cost of work visa** The host family pays the administrative contribution for the foreign affairs department (DVZ/FOD) to Au Pair Office. This is paid by Au Pair Office to an account of the Federal Public Service (FPS/FOD). This is always carried out after approval of the work permit. The visa fee is paid by the au pair, when applying for the work visa.
- Au pair office charges the **fees to external agencies** to the customer.
- The charges for '**express**' **shipments** are at customer's expense, charged by Au Pair Office.
- For **the acknowledgment for au pairs** requesting Working Visa in the Philippines, Au Pair Office charges the additional cost of €250 for these documents.

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.

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



FULL SERVICE, EU AU PAIR

STARTUP FEE*	€450 - VAT EXCLUSIVE, ONE-TIME FEE
RECRUITMENT, SELECTION FEE*	€395 - VAT EXCLUSIVE, ONE-TIME FEE
ADMINISTRATIVE FEE*	€540 - VAT EXCLUSIVE, ONE-TIME FEE
REPLACEMENT FEE*	€290,- VAT EXCLUSIVE, ONE-TIME FEE

- **The startup fee** includes the startup of the file.
- **The recruitment & selection fee** includes the search for the au pair, requesting the necessary information, and creating the au pair file. The au pair is screened by Au Pair Office or a partner agency.
- **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. For non-European au pairs this includes the migration file and the request of the work permit, as well as creation of the file for the embassy and the request of the working Visa prior to departure. Non-European au pairs always need an outbound (compulsory) flight, otherwise they may be refused access to Belgium upon arrival.
- **The replacement fee** includes long-term replacement of the au pair. If you wish to obtain a guarantee to ensure that the administration will be arranged free of charge if the placement is terminated prematurely, in the first four months, an additional fee has to be paid at the start of the administration fee of the original file. Upon successful placement, this optional replacement fee cannot be used for other purposes. This is a one-off solution, per full paid file. A search fee will be charged for the recruitment of a substitute au pair if Au Pair Office carries out this recruitment. If the host family is the cause of recurring problems with the au pair, the au pair can be removed from the host home. In case of a short-term placement (max. 4 months), there will never be a replacement.

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, EU and NON-EU

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.*