

## **General Conditions 2023 - 2024**

### **Generalities**

Due to the heavy demand of registration requests, only completed registration forms will be taken into account.

Inscription or re-inscription are only final after:

- Presentation of the full registration file.
- A favourable response from the education admissions committee.

The school contract is then returned by email to the parents, stamped and signed by the school administration. The registration is then confirmed.

The school cannot be held responsible for the non-registration of a student in the case of an incomplete file, absence of payment or if the financial guarantor is not up-to-date with school payments for the 2022 - 2023 school year. All permanent expulsions of a student during the school year, in other words from the 01/09/2022 to 04/07/2023 will automatically lead to an unfavourable verdict from the admissions committee for the following year.

The present contract refers to the whole of the school year 2023 - 2024, and so, in case of withdrawal or if the child's schooling is suspended for whatever reason the following provisions will apply:

- The financial guarantor can notify their withdrawal until the 14th day inclusive after receiving enrolment confirmation from the school, by simple declaration with a receipt from the secretary's office, by email or by returning the withdrawal form attached to the financial contract; the full amount of sums already paid will be refunded except registration fees.
- From the 15th after the signing of this present contract and before the start of the school year, a withdrawal, including reasons linked to the COVID pandemic, will result in the total loss of the sums paid at registration (Entry fee, registration fees, deposit), which will remain the property of the school.
- From the 15th day after the signing of this present contract and after the start of the school year: Any withdrawal, including reasons linked to the COVID pandemic, voluntary departure (including professional or personal reasons) or exclusion, leads to the immediate payment of the sums owing, that is to say the yearly school fees. Any unexcused absence of a pupil for two consecutive weeks will be considered as a voluntary and definitive departure amounting to a cancellation.
- No refund or reduction of the whole or part of the school fees will be given in case of modification of the yearly fixed options, absence, or temporary exclusion.

Lockdown: in case of lockdown (Pandemic or severe Weather Warnings ...) for a period longer than 2 consecutive weeks, canteen costs and certain after school options will be reimbursed pro rata temporis according to a fixed weekly scale (Page 3). School fees are not refundable as both lessons and continuous educational support are provided online.

In the event of definitive force majeure, an exceptional derogatory agreement may be made between the financial sponsor and management. Do not constitute a case of force majeure: non-renewal of visa, loss of job, professional transfer.

- In case of a planned departure for professional reasons (geographic mobility) the guarantor will have to give the school the exact departure date prior to the registration. The school will then write up an amendment with specific tariff conditions.

In the case of the staff deciding that a child has to repeat a grade, before July 4th 2023, the guarantor can decide to either:

- Annul the contract: the full amount of sums will then be refunded.
  - Accept that the child repeats the grade. However it must be noted that if the maximum amount of students are already in that class, then the inscription becomes null and avoid. The full amount of sums will then be refunded.
- In the case of invalidation for a motive other than those previously mentioned, the following arrangements will be made:
- Before the first day of school (as stipulated in the contract): the school will refund the deposit paid upon registration according to the Civil Code art.1590.
  - On the first day of school (as stipulated in the contract) and thereafter: the school will refund the yearly school fees.

## Means of payment

### For new pupils

Study of educational file online: **150 €**

If the financial guarantor does not respond to this online request, the study fees will not be reimbursed.

### Upon a favourable answer from the admissions committee

Upon signing the financial contract:

Admission fee: **650€**

Entry fee: **2100 €**

Deposit : **25 % of annual school fees.**

### For pupils already at the school

Deposit : **25 % of annual school fees** upon signing the financial contract.

The balance must be paid in accordance with the terms and conditions of enrolment.

When the total school fees are financed by your employer, the Financial Guarantor must ensure correct payment.

The School cannot be responsible for late payment. If this case should arise, your child's schooling will be suspended.

## Reductions

Reductions in school fees are given for:

-Registration of several children of a same family (same filiation):

- 1st child: normal rate

- 2nd child.....: - 10 %

- 3rd child and above.....: - 20 %

In the case of cash payment before 01/08/2023 (*dd/mm/yyyy*) the school applies a 7% discount on the balance.

## Payment

- by cheque,

- by bank transfer

Mention the motive of the transfer as well as the name of the student concerned.

Check that the transfer is done correctly (the amount, the time taken ...)

- in cash (*Tax when resident in France: up to 1000€ / Tax when resident abroad: up to 15000€.*)

- by direct debit / SEPA (*payment by instalments*)

Until payment is actually received by the school's bank account, payment is not considered as having been made.

## Issues concerning payment

In the case of a payment issue, the following arrangements will be applied

### For cash payments

From the first day of school, the outstanding balance is due. The financial guarantor is then notified by email, followed by registered letter with acknowledgment of receipt. If non-payment continues, the school has the right to suspend its services without further notice until full payment of the balance.

### In the case of payment by instalments

If a direct debit is rejected: the payment of the instalment is due immediately as are the administrative expenses (bank charges, correspondence). Failing that, or in the case of a new payment incident, the services provided will be suspended, as will the easy terms of payment and the balance for the year will be required.

### In the case of a dishonoured cheque or non-payment

The financial guarantor will be informed by the school and payment is to be made, along with any additional charges. Failing this, the services provided (or the inscription or re-inscription) will be suspended until payment is made.

### **Late enrolments**

As the legal withdrawal period is 14 days, a student can only enter the school on the 15th day after the signature of the school contract (under the condition of a favourable response from the education committee).

However, this withdrawal period can be reduced upon written request by the financial guarantor. (article L.311-24 consumer's code).

### **Lockdown**

Reimbursement Scale for Canteen/Options / per week of lockdown.

#### **CANTEEN MEALS**

Kindergarten 29 €

Primary 32 €

Secondary 35 €

#### **LUNCH BOX MEALS 13 €**

#### **YEARLY OPTIONS**

Study time 1 / week 7 €

Study time 2 / week 14 €

Study time 3 / week 18 €

Study time 4 / week 22 €

Physical & Artistic Expression 17 €