



General Conditions 2019 - 2020 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 :

- **For new students :**
 - A meeting, examination of the registration forms and / or evaluation tests.
- **For all students :**
 - Presentation of the full registration file.
 - A favorable response from the education admissions committee.

The school contract is then returned to the parents stamped and signed by the school administration.

The registration is then confirmed.

In the case of a negative response from the admissions committee, the registration forms will be returned with the comment “unfavorable verdict”.

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 2018 - 2019 school year.

All permanent expulsions of a student during the school year, in other words from the 01/09/2018 to 30/06/2019 will automatically lead to an unfavorable verdict from the admissions committee for the following year.

The present contract refers to the whole of the school year 2019 - 2020, and so, in case of withdrawal or if the child's schooling is suspended for whatever reason the following provisions will apply:

- The guarantor can decide to cancel the registration within 7 days after the signing of this contract by registered mail or with a simple declaration at the secretary's office (a receipt will be issued) ; the full amount of sums already paid will be refunded except registration fees.
- From the 8th after the signing of this present contract and before the start of the school year, a withdrawal 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. In the case of an enrollment being put off for a year, any advances made will be deducted from the following years fees.
- From the 8th day after the signing of this present contract and after the start of the school year: Any withdrawal, 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.
- 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.
- Any unexcused absence of a pupil for two consecutive weeks will be considered as a voluntary and definitive departure amounting to a cancellation.
- Any yearly fixed option added after the school year has started is payable in full before its starting date, with a minimum of six months. No reduction given for this payment in full.
- In case of absence for sickness or hospitalization longer than 4 consecutive weeks, the school will refund the fees in proportion to the leave of the child.

- 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 June 21th 2019, 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

- Admission fees : 800 €
 - Entry fee : 2100 €
 - Deposit cheque : 25 %
- } (1st Year) } **Upon signing the contract**

The balance (without the 7% discount) 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 01/08/2019 (dd/mm/yyyy) the school applies a 7% discount on the balance.

Majorations

If you are benefiting from payment terms, (fees paid in 2, 3 or 8 instalments) there will be an additional charge of 35 € per payment to cover the extra costs.

Diverse expenses

Personal expenses (medical costs, banking costs incurred due to transfers, books and documents, etc.) must all be paid for on presentation of the bill.

Options (Study period, extra language classes, Cambridge preparation courses, Chinese lessons) must be paid for in advance.

Payment

The school fees can be paid:

- by cheque,
- in cash (up to 1000 €),
- by bank transfer
- by direct debit / SEPA (*payment by installments*)
- Cards are not accepted.

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 installments

If a direct debit is rejected : the payment of the installment 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.

Bank transfers

Parents who wish to use this means of payment must :

- Mention the motive of the transfer as well as the name of the student concerned.
- Inform the school of the transfer
- Check that the transfer is done correctly (the amount, the time taken ...)

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

Late enrollments

As the legal withdrawal period is seven days, a student can only enter the school on the 8th day after the signature of the school contract (under the condition of a favorable response from the education committee). However, this withdrawal period can be brought down to three days if put in writing by the financial guarantor (article L.311-24 consumer's code).