

FINANCIAL TERMS 2021-2022

BASES:

- Every admission is subject to the approval of the school director.
- The payment of the administrative fees for a first registration as well as the security deposit is one of the necessary conditions to confirm the registration.
- Every first registration or re-registration application signifies full acceptance of the current financial terms for the relevant year.
- All bills must be paid in Swiss Francs (CHF).

CONDITIONS AND MODALITIES

1. Administrative fees (1st registration and re-registration)

For the registration application to be taken into consideration, the administrative fees must be paid on submission of the application. These administrative fees are not refundable.

- Administrative fees 1st registration: 1'000 CHF
- Administrative fees re-registration: 100 CHF

In case of withdrawal of the pupil's application, the administrative fees will not be refunded.

2. Security deposit

Every family without exception must pay a security deposit (3'000 CHF) which will be paid back upon departure of the last enrolled child schooled at the EFIB, under the condition that all bills have been paid.

This security deposit will be invoiced and must be paid on the date mentioned on the registration confirmation form. A receipt will be provided on request.

3. School fees (écolages)

The yearly school fees are decided by the Management Committee and/or voted during the General Assembly according to the statutes of the association and will correspond to the 36 weeks of the school year.

The fees cover the yearly operating costs and the yearly contribution to the property expenses.

The school fees do not include the following: meals, books, school materials, extracurricular activities, transport costs, travel expenses and nature discovery trips.

The fees are invoiced in three equal parts corresponding to the three school trimesters :

- The 1st school trimester is invoiced in October and covers the beginning of the school year (September) until the Christmas holidays.
- The 2nd school trimester is invoiced in January and covers the period from January until the end of March.
- The 3rd school trimester is invoiced in April and covers the period from April until the end of the school year.

4. Yearly rate for books and other materials

For the pre-school (petite section, moyenne section et grande section), all the small school materials and the school materials related to learning, artistic and creative development of your child is directly ordered by the teachers' team and purchased by the school. The following list is not exhaustive: notebooks, binders, separator sheets, white and Canson colour paper, photocopies, paint, glue, stickers, small creativity kits, books and CDs related to the teachers' yearly projects, crayons, felt pens, paint brushes, stamps, blackboards, aprons, psychomotricity materials, etc.

For the primary school (CP up to CM2), this flat rate includes all notebooks for the different subjects, binders, separator sheets, photocopies, educational books (renewed according to the reforms of the French Ministry for Education) and reading books related to the core curriculum, swimming-pool activities, and materials related to sport education. This flat rate does not include all notebooks related to practical subjects and study books, which are ordered according to teachers and subjects (specific to the foreign languages studied).

For the secondary school (6^{ème} up to 3^{ème}), this flat rate includes all electronic books (licences) and the school books required by the French Ministry of Education, purchased and renewed by the teachers according to the subjects, necessary materials for music, technology, natural sciences (SVT = Science de la Vie et de la Terre), plastic arts, photocopies, materials related to sport education (EPS = Education physique et sportive), swimming-pool and skating rink activities, etc.... All the study books and notebooks for practical subjects ordered according to teachers' choice are not included.

5. Payment of yearly school fees

The time limit for payment is set at thirty days following the date of receipt of the invoice. Sanctions - including school barring - are put in place when school fees are still unpaid after two reminder letters. School records will only be delivered once the outstanding amount has been paid in full. Should the EFIB be forced to close temporarily due to circumstances beyond its control, no fees (nor parts of fees) may be required.

6. Other terms of payment

Every other payment modality can be accepted only on an exceptional basis by the Management Committee, and only upon a written request explaining the reason(s) of the request. This can generate extra costs, in particular administration fees of 50 CHF.

7. Financial penalties

Any delay in payment can give rise to dossier fees and penalties of up to 100 CHF per reminder, from the second payment reminder.

8. Registration during school year

The registration fee and deposit is to be paid within the payment deadlines stated on the invoice.

The yearly school fees are to be paid according to the instructions stated on the invoice.

- Between the 1st school day in September and the last day of autumn holidays: 100% of the yearly school fees are due.
- Between the 1st school day after the autumn holidays and the 1st day of the Christmas holidays: 75% of the yearly school fees are due.
- Between the 1st school day after the Christmas holidays and the first day of the winter holidays: 60% of the yearly school fees are due.
- Between the 1st school day after winter holidays and the first day of the spring holidays: 45% of the yearly school fees are due.
- Between the first school day after the spring holidays and the end of the school year: 30% of the yearly school fees are due.

9. Withdrawal or departure of pupil during school year

Any child withdrawing before the first school day will be exempt from yearly school fees and security deposit.

The registration fees, the fees related to books and school materials, and the exam taxes will not be reimbursed and are due to the EFIB.

For all pupils withdrawing from the EFIB:

- Between the 1st school day in September and the last day of autumn holidays: 30% of the yearly school fees are due.
- Between the 1st school day after the autumn holidays and the 1st day of the Christmas holidays: 50% of the yearly school fees are due.
- Between the 1st school day after the Christmas holidays and the first day of the winter holidays: 70% of the yearly school fees are due.
- Between the 1st school day after the winter holidays and the first day of the spring holidays: 85% of the yearly school fees are due.
- Between the first school day after the spring holidays and the end of the school year: 100% of the yearly school fees are due.

10. Other costs

The following costs are not included in the yearly school fees and will be invoiced, as stated in the operation modalities:

- Midday care
- Canteen
- Child care and supervised homework classes
- Study books and practical exercise books
- Nature discovery trips, « transplanted classes », school trips, sports camps, tournaments
- Exam fees (certificate at the end of the secondary school and language exams)
- Educational activities (diverse offers of APE and skiing)
- Other costs

11. Insurance

Parents must give proof of health, accident and civil liability insurance of their children and provide the school with the name and policy number of their insurance company.

12. Financial regulation

Parents or guardians are responsible for the financial aspects, irrespective of the billing address.

13. Disputes

Any dispute arising from these Financial Terms is submitted to the Swiss law, the place of jurisdiction is Berne.