

FINANCIAL CONDITIONS 2026–2027

BASICS:

- Application at EFIB is done online via the Eduka platform.
- The student's application on EDUKA constitutes an electronic signature and is contractually binding on families towards the school.
- This paperless process replaces the paper contract.
- All admissions are subject to approval by the school management.
- Payment of the application fee for the first enrolment and the security deposit are required necessary to confirm enrolment.
- Any application for enrolment or re-enrolment implies full and complete acceptance of the financial conditions in force for the year concerned.
- All invoices are payable in Swiss francs.
- These financial conditions apply to all fees for the school year 2026-27.

TERMS AND CONDITIONS

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

In order for the application for admission to be considered, the application fee must be paid no later than the first day of class and will **not** be **refundable**.

- Application fee for 1st enrolment : CHF 1'250
- Re-enrolment fee : CHF 250

In the event of withdrawal by the student no later than two months before the start of the school year, the application fee is non-refundable.

2. Security deposit

All families, without exception, must pay a security deposit (CHF 3'000), which will be refunded when their last child leaves EFIB, provided that all invoices have been paid.

This security deposit will be invoiced and must be paid on the date specified, and in any case before the 1st day of school, upon confirmation of enrolment. A receipt will be provided to families upon request.

Payment, according to the invoice due dates, of the initial registration fee and the security deposit confirms the registration and guarantees the child's place in their class.

In the case of re-enrolment, payment of the full fees for the current year (including extra-curriculum services), no later than the day before the start of the school year, confirms re-enrolment and guarantees the child's place in the class for the year N+1.

3. Tuition fees, including the supplies package

Annual tuition fees are decided by the Management Committee and/or voted on at the General Assembly according to the association's statutes and cover the 36 weeks of the school year.

They include tuition fees to cover operating expenses for the year, a flat rate for equipment, supplies and workbooks, and fees to cover the annual contribution to property costs.

They do not include meals, childcare, extra-curriculum activities, transports or any costs for school trips, or supplies that parents must provide according to the list distributed by the teachers.

School fees are invoiced in three equal instalments:

- 1st instalment: invoiced at the start of the school year,
- 2nd instalment: invoiced in January,
- 3rd instalment: invoiced in April.

The equipment and supplies package, included in the tuition fees, comprises:

For “Maternelle” (PS, MS and GS), all small school supplies to your children's learning, artistic and creative development, ordered directly by the teaching team and purchased by the school: notebooks, binders, dividers, white and colored Canson paper, photocopies, paints, glues, stickers, small creative materials, books and CDs according to the pedagogic annual projects, pencils, felt-tip pens, brushes, stamps, slates, aprons, psychomotor skills materials, etc.

For primary classes (CP to CM2), this package includes all notebooks for the various subjects, Seyes notebooks, binders, dividers, photocopies, educational books (depending on the state and renewed according to French national education reforms) and reading books for the lessons, swimming pool trips, and sport equipment.

For secondary school (6th to 3rd), this package includes Seyes notebooks, all electronic books (licences) and school books required by the French national education system, purchased and renewed by teachers according to the subjects, the equipment necessary for the completion of their projects (music, technology, sciences, art), photocopies, sports equipment, swimming pool and ice rink trips, etc.

These three lists are not exhaustive.

4. Payment of school fees

The payment deadline upon receipt of the invoice is 30 days.

In the event that EFIB is forced to close temporarily due to circumstances beyond its control, no refund of fees (even partial) will be payable.

5. Other payment terms

Payment in 10 monthly instalments may be arranged upon written request to the accounts department. This request must be made no later than 15 September of the year (e.g. 15 September 2026 for 2026-27).

Any other payment terms may be granted only on an exceptional basis by the Management Committee and only upon written request specifying the reason(s), and may incur additional costs, in particular administration fees of CHF 50.

6. Enrolment during the school year

The application and deposit fees for the first enrolment must be paid within the deadlines specified on the invoices.

Annual school fees must be paid in accordance with the instructions on the invoice and depending on the date of enrolment:

- between the first day of school and the autumn holidays: 100% of the annual tuition fees are due.
- between the autumn holidays and the Christmas holidays: 80% of the annual tuition fees are due.
- between the Christmas holidays and the winter holidays: 65% of the annual tuition fees are due.
- between the winter holidays and the spring holidays: 45% of the annual tuition fees are due.
- between the spring holidays and the end of the school year: 30% of the annual tuition fees are due.

For students receiving scholarships, the pro rata will be applied according to the decision of the scholarship committee.

7. Withdrawal or departure of a student during the school year

Any student who withdraws before the first day of term is exempt from paying school fees. Withdrawal must be notified in writing to the school office (secretariat@efib.ch) before the first day of school.

For departures during the school year, there are two possible scenarios:

- a) professional or medical reasons (duly justified)
- b) other reasons.

In all cases, the departure must be notified **at least 15 days in advance** (and before the start of the holidays if the departure is after the holidays), **in writing** (email to the school office).

a) Departures during the school year for duly justified professional or medical reasons:

- between the first day of school and the end of the autumn holidays: 30% of the annual tuition fees are due.
- between the end of the autumn holidays and the start of the Christmas holidays: 50% of the annual school fees are due.
- between the end of the Christmas holidays and the start of the winter holidays: 70% of annual tuition fees are due.
- between the end of the winter holidays and the start of the spring holidays: 85% of the annual tuition fees are due.
- between the end of the spring holidays and the end of the school year: 100% of the annual tuition fees are due.

b) Departures during the school year for others reasons:

- between the first day of school and 31 December: 50% of the annual tuition fees are due.
- between 1. January and the spring holidays: 85% of the annual tuition fees are due.
- between the end of the spring holidays and the end of the school year: 100% of the annual tuition fees are due.

8. Suspension of schooling

If a child's enrolment has to be suspended for a period of more than 3 months, for medical reasons (of the child or a parent/legal guardian) or for professional reasons (of one of the parents) and upon presentation of duly justifying documents, a 50% reduction for the period of suspension may be applied.

In this case, the family must submit a written request, accompanied by supporting documents, to the management and the Management Committee, which will make a decision. In any other situation, the full annual tuition fees will be due.

Furthermore, if the pupil continues with distance learning and/or their teacher implements a personalized program, no reduction will be possible.

9. Other fees

The following fees are not included in the above annual school fees but will be invoiced as indicated in the terms and conditions for extra-curriculum services:

- School' Canteen
- After-school care : morning and afternoons, homework support, activity center and holiday clubs

- School trips, transport for school trips, sports camps or tournaments
- Examination fees (brevet and language exams)
- Extra-curriculum activities
- Other fees

10. Unpaid fees

In the event of non-payment, the following protocol will be applied:

Between D+7 and D+15 after the invoice due date: Stage 1: first written reminder (email or letter), with an invitation to settle the debt.

30 days after the invoice due date: Stage 2: second written reminder, stating that the payment has not been made despite the reminder settlement.

Invitation to contact the establishment within 7 days, possibility of setting up a payment plan.

60 days after the invoice due date: Stage 3 : Formal notice to pay by registered letter with acknowledgement of receipt, co-signed by the management and the Committee: formal notice to pay within 15 days with a possible proposal for payment in instalments.

If no payment is received or no agreement is reached, the student may be temporarily or permanently suspended from classes.

75 days after the invoice due date: Stage 4 : Legal proceedings initiated and temporary suspension of the student (prohibition of access to the school until the situation is rectified).

All invoices issued by EFIB are subject to this procedure.

Any family that has not paid all of its invoices in full by 1 September of the school year, will not be able to re-enrol their child or children at EFIB.

11. Insurance

Parents must provide proof of health, accident and civil liability insurance for their child(ren) and provide the names and insurance numbers to the school.

12. Financial responsibility

Parents or legal guardians are responsible for financial matters, regardless of the billing address.

13. Disputes

Any dispute arising from these Financial Conditions is subject to Swiss law, with Bern as the place of jurisdiction.

In the event of any discrepancies or differences in interpretation, only the French version of this document shall be deemed authentic.