



# ECOLE DES NATIONS *(Pédagogie Montessori)*

*(anciennement Ecole Montessori-Nations, fondée en 1989)*

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## **FINANCIAL CONDITIONS 2018-2019** **(Is part of the School Contract)**

The Fondation Ecole des Nations (pédagogie Montessori) is non-profit-making and its sole resources come from the school fees paid by parents for their child's schooling. It takes charge of the heavy fixed expenses and important salary costs for its qualified staff, whatever the number of pupils. The Foundation's Council, which administers it, must therefore be strict in managing its finances and dealing with its debtors.

1. **Enrolment fee.** An enrolment fee of CHF 500.- is charged for each school year. The place is only attributed definitely after receiving the enrolment fee paid within the set time limit, otherwise the place will be given to another child on the waiting list. In the event of cancellation, the enrolment fee is retained by the School.
2. **Annual school fees.** The school fees are due for the entire school year, covering 10 months (5 days per week). The school year is divided into three terms (September-December; January-March; April-June). Payment of the annual fees of CHF 19'700.-, in three instalments linked to the school year, is to be made at the latest 30 days before the start of the term, as follows:

<u>1<sup>st</sup> term</u>	<u>2<sup>nd</sup> term</u>	<u>3<sup>rd</sup> term</u>
CHF 7'880.- (31 July)	5'910.- (30 November)	5'910.- (end February)

The payment dates indicated above are imperative, whatever the mode of payment retained. If they are not respected, **interest of 5% per year will be charged. No reduction in school fees will be granted should the pupil be absent, withdrawn from the school or suspended.**

The mandatory annual rate covers the following items (for 5 days per week):

- Schooling (September-June)	CHF 17'000.-
- School books and stationary)	CHF 300.-
- Meals	CHF 2'000.-
- Meals supervision	CHF 300.-
- Special pedagogical events	CHF 100.-
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	CHF 19'700.-
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### 3. After-school care (activities varied and of quality)

Three Formulae will be proposed for 2018-2019 and billed separately:

<b>Formula 1 to 3</b>	<u>without Wednesday</u>	2 days per week	CHF 160.- monthly;
		3 days per week	CHF 180.- monthly;
		4 days per week	CHF 285.- monthly.*
<b>Formula 4 à 6</b>	<u>with Wednesday</u>	2 days per week	CHF 240.- monthly;
		3 days per week	CHF 320.- monthly;
		5 days per week	CHF 425.- monthly.*
<b>Formula 7</b>	<u>Wednesday only</u>		CHF 160.- monthly.

Enrolment per month, **renewable**, (in case of **cancellation** this will have to be **announced** in writing one week before the end of the month). The costs have been calculated on the basis of CHF 10.- per hour).

Supervised studies: Once a week from 16.00 to 17.00; cost CHF 80.- per month, to be paid by term.

### 3. Sanctions in the event of late or non-payment of enrolment fees, school fees or other sums due

The following rules must be carefully read before each enrolment:

- 1) With the exception of a written agreement to the contrary, enrolment is understood to cover the whole school year.
- 2) The child is definitely registered as a pupil of the School when the enrolment fee has been paid within the set time-limit. In the event of cancellation of the enrolment, this fee is retained by the school.
- 3) Except under circumstances beyond control, in the case of absence, withdrawal or suspension the annual fees are retained by the School. The Foundation's Council decides on this issue.
- 4) The School reserves the right to refuse entry of a child to a class if the parents have not paid the school fees, when the delay goes beyond the due date by 20 days. A pupil can be excluded from the school if the school fees are not paid within the 30 days following the due date. **No deduction will be granted in the case of arrivals or departures during a term, the amount for that term remaining fully due.**
- 5) The school reserves the right to exclude or suspend a pupil with immediate effect when:
  - The school fees remain unpaid ;
  - The parents are not complying with the regulations of the school and its pedagogy ;
  - A pupil, or parents, seriously compromise the smooth functioning of the School by his or their behaviour.

In each case the School retains the school fees and reserves, moreover, the possibility of claiming damages.

#### 4. **Departure from the school during the school year**

Parents who withdraw their children from the School for reasons beyond their control must announce the premature departure by **registered mail** to the Principal not later than one month before the next due date of payment of school fees, that is before

30 June  
31 October  
31 January

of each year. If these dates are not respected, the full annual fees will be due.

#### 5. **Payment of invoices**

Upon request, invoices will be sent to parents for each term for which payment is due. These may be settled by payment to our postal account using the pink postal payment slip sent with the invoice.

Only if payment cannot be made through the postal account (N° 12-3930-2), it may be effected to our bank account with UBS SA.

Compte no 279-D7103574.0  
IBAN CH19 0027 9279 D710 3574 0  
SWIFT/BIC UBSWCHZH80A

**The Foundation's Board may at any time amend the amount of School fees and the present Agreement, as necessary.**

July 2018

Cancels and replaces the May 2018 version