

## FINANCIAL RULES

### 1. Registration

Pupils are enrolled for a full school year once their legal guardian has signed an application form, and the school has confirmed the availability of a place for them.

An enrolment fee of CHF 350.- shall be paid for new pupils. In case of cancellation of registration by the legal guardian, these fees are not reimbursed.

Upon final enrolment, advance payment for the first month will be required. Upon re-enrolment advance payment for the month of September will be required by the end of March. No reimbursement can be made if the application is later withdrawn. Enrolment becomes legally binding upon acceptance and signature of the *General Conditions* by the legal guardian.

Upon enrolment and the first day of school, tuition fees are due for the entire school year.

### 2. Waivers

Certain waivers are possible in the following cases:

- death of the pupil's legal guardian
- long-term illness involving discontinuation of studies
- the family having to leave Geneva or Switzerland
- expulsion from the school on serious grounds

In these cases, tuition fees will be due for the term in progress only

### 3. Cancellation of registration and re-registration:

In case of cancellation less than two months prior to the start of the new school year, compensation shall be due for two months (September and October).

### 4. Rates

Conditions regarding annual fees are stipulated in the enrolment or re-enrolment form for the relevant school year.

Payment may be made in the 3 following ways:

- a single payment due before the start of the school year
- one term in advance, before the 2nd day of the first month of term
- in 10 monthly instalments from September to June, to be paid at the latest by the 2nd day of each month.
- Any delay in payment of over 2 months will lead to the pupil being expelled.

Tuition fees for the term in progress will be due.

### 5. School terms

The school year is divided into three terms:

- |                      |                       |            |
|----------------------|-----------------------|------------|
| 1 <sup>st</sup> term | September to December | (4 months) |
| 2 <sup>nd</sup> term | January to March      | (3 months) |
| 3 <sup>rd</sup> term | April to June         | (3 months) |

**6. Timetable**

School days: Monday, Tuesday, Wednesday morning for 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> grade (for all other grades Wednesday is off), Thursday and Friday.

School day schedule: 8:00 am to 3:30 pm non-stop. Classes begin at 8:30 am sharp. Children aged from 3 to 4 school starts at 8:45 am. Lunch is served at school.

**7. Damaged caused to furniture or to the building**

Any damage caused by the child to the furniture or to the building itself will be paid by parents.

**RELATIONS**

**8. Attendance**

The family undertakes that the child will attend school regularly and participate in all school activities. Timeliness in arrival at and departure from school is compulsory. Absence should only be exceptional and justified by informing the teacher or the office. The same applies when the child must leave the class during the day.

**9. Absences**

Absences from school should be exceptional and be justified in advance and reported to the teacher or the office. The same rule applies if the child needs to leave school for any reason during the day.

**10. Family-School Relations**

Parent cooperation is part and parcel of the school philosophy. Parents are expected to participate in class meetings, school celebrations and other events. They should attend individual parents-teacher meetings twice a year. The aim of such meetings is to assess pupils' work and progress.

**11. Communication**

Most information is shared during class or school meetings. During the year, and depending on the subject at hand, correspondence may take place by e-mail, through the pupils' liaison notebooks, hand-given flyers or by post (in exceptional cases).

**12. School rules**

The social life of the school is governed by our "School Rules" and their annexes. The document "Pour vivre agréablement à La Découverte" is posted on our Internet site [www.decouverte.ch](http://www.decouverte.ch).

THESE GENERAL CONDITIONS SERVE AS A CONTRACT BETWEEN PARENTS AND THE ECOLE "LA DECOUVERTE". IT MAY NOT BE TERMINATED AT ANY TIME EXCEPT IN CASES STIPULATED UNDER ARTICLE 2.

THE UNDERSIGNED HAS READ AND UNDERSTOOD THE GENERAL CONDITIONS AND UNDERTAKES TO RESPECT THEM.

Date :

Signature :