

# montessori rive gauche

ECOLE BILINGUE \* 3 - 12 ANS \* COLLONGE BELLERIVE

## 2. SCHOOL GENERAL TERMS

### 2.1 Enrolment

Enrolment is made only after meeting with the school management, together with the child.

Depending availability, enrolments are possible during the school year, whatever the age of the child (between 3 and 12 years old)

It will be officially registered upon receipt of the enrolment form, the general terms **signed by the 2 parents**, and the payment of a CHF 250.- enrolment fee. The enrolment fee is not reimbursable if the child's enrolment is cancelled after enrolment confirmation by the school.

**The child is enrolled for a full scholar year.**

### 2.2 Enrolment renewal

Pupils are **automatically re-enrolled** for the following school year, unless otherwise advised by the parents, in written and by registered mail, before **February 1<sup>st</sup> 2020**. After this date, the renewal fee and the tuition fee for the year will be due.

Annual renewal fees are CHF 250.- and must be paid by February 1<sup>st</sup>, 2020. They are not reimbursed in the event of cancellation of the renewal of the enrolment.

### 2.3 Tuition fees

The school year is composed by a first month followed by three terms. The tuition fee is payable in advance, for the first trimester on **May 31<sup>st</sup>**, then every trimester on **November 30<sup>th</sup>**, and **February 28<sup>th</sup>**. The school management may refuse entry or terminate enrolment if tuition fees are not paid within the above deadlines. Tuition fees are due, even in the absence of the child, whatever the reason of the absence may be.

Tuition fees can be modified at the beginning of each scholar year.

## **2.4 Guarantee**

The amount of CHF 4'000.- must be paid at the first registration as a guarantee of costs. The payment of the guarantee does not replace the actual payment of the enrolment, re-enrolment and tuition fees. The guarantee will be activated only if the child is withdrawn from the school and if re-enrolment or the tuition fees remain unpaid. Otherwise, this sum will be returned in full, free of interest, at the end of his scholar year in the school.

Payment of the guarantee must be made to account CH17 0024 0240 7181 7502 V, holder Montessori Rive Gauche SA, 4 ch. of the Escapade, 1222 Vézenaz

## **2.5 Joint liability**

The two signatory parents hereby agree to be jointly liable for the payment of all fees related to the registration and schooling of their child(ren) in the school, at any time, and whatever their marital status.

## **2.6 Financial support by a third party**

In case of partial or total payment of the scholarship fees by a third party (employer or other institution), a specific agreement will be signed between the school and this third party to define the amounts and the modalities of school fees payment. This agreement supersedes the terms of payment provided below, however the parents remain in all cases responsible for the proper execution of all payments by the third party. In case of delay or sudden cease of the scholarship payments, the parents will be responsible for the outstanding balance.

## **2.7 Withdrawal during the year**

In case of withdrawal during the school year (other than art 2.8 below), following penalties are due:

- Withdrawal between February 1<sup>st</sup> and February 28<sup>th</sup>, concerning the following school year: only re-enrolment fees (CHF 250.-) ;
- Withdrawal between March 1<sup>st</sup> and March 31<sup>st</sup>, concerning the following school year: CHF 1'000.- as penalty fee ;
- Withdrawal between April 1<sup>st</sup> and April 30<sup>th</sup>, concerning the following school year: CHF 2'000.- as penalty fee ;
- Withdrawal between May 1<sup>st</sup> and May 31<sup>st</sup>, concerning the following school year: CHF 3'000.- as penalty fee ;
- Withdrawal after May 31<sup>st</sup>, concerning the following school year: tuition fees of the first trimester of the following year is due (see art 3 below) ;
- Withdrawal between May 1<sup>st</sup> and May 31<sup>st</sup>, concerning the following school year: CHF 3'000.- penalty fee ;

- After the start of the school year : the current trimester is due, together with the trimester following the one when the withdrawal is made.

## **2.8 Exclusion from school**

The school reserves the right to exclude a pupil for right reasons, if it esteems this to be in the best interest of the child or the school. A meeting with the parents and warning letter will precede any exclusion. The exclusion doesn't give the right to the reimbursement of the tuition fees already paid.

## **2.9 Insurance / Third Party Liability Insurance**

The child must be appropriately insured for any accidents that may occur to him.

The parents are responsible for any damage that the child may do to the school facilities.

Please attach a copy of the accident and Third Party liability insurance.

## **2.10 Health.**

Please attach the child's vaccination record and fill in the appropriate form.

## **2.11 Assessment**

An individual assessment will be offered annually to parents. It is possible to meet the teacher throughout the year on appointment.

## **2.12 Parking**

To ensure the safety of children and adults in the car park, parents must respect the speed limit at 20 km/h and park their car only in the designated areas.

## **2.13 Ethics**

The school is free from any religious, political, intellectual or philosophical movement in order to maintain its independence and liberty to meet its educational objectives.

## **2.14 Place of jurisdiction**

The contract is under Swiss law. Geneva courts have exclusive jurisdiction, an appeal to the federal court however, is reserved.