

FINANCIAL REGULATIONS

THE ENROLLMENT

How to register your child at La Petite Ecole?

Simply by paying the annual registration fee (USD 500). Registration will be granted upon receipt of the payment, together with the duly completed registration form. The fees can be paid:

- a) In cash directly at school. A receipt will be provided.
- b) By bank transfer to our bank account (please mention the invoice number or family in the payment slip). You will find our account details on the invoice issued by the school.

Registration fees

The registration fee is USD 500.

They are fully due upon registration, even if the arrival occurs during the school year.

Registration fees are due in full at registration, even when registration occurs during the school year. Once registration is approved, registration fees shall not be reimbursed in case of cancellation. No partial reimbursement will be given if the child leaves the school before the end of the school year.

Waiting lists

The school may open waiting lists when the number of applications exceeds the classes' capacity for a given age group. In order to be added to the waiting list, the school will require the payment of registration fees only (500 USD). An invoice will be sent to the family once the school receives the completed registration form. Applications shall be classified by date of payment of the registration fees.

If the school is unable to place a child on waiting list, the school shall refund the total amount paid by the family. The family may also refuse this refund and choose to keep the child on waiting list for the current year, or for the following year.

The family whose child is on a waiting list can withdraw their application at any time and ask for the full deposit to be refunded.

When a slot is confirmed for a child on waiting list, should the family refuse to place the child, the school reserves the right to retain the administrative fees of USD 200 (therefore the family will be refunded USD 300), unless the refusal occurs more than three months before the intended first day of the child at school. In the latter case, the school shall refund the deposit paid by the family in full.

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School fees

School fees include all extra-activities and outings organised by the school. We offer two types of fees : the Early Bird annual rates and the fees payable by term.

'Early Bird' annual rates

Early Bird preferred rates are offered to parents and companies willing to settle the payment for the entire year to come.

Two Early Bird rates are in place :

- Early Bird 1 : should the payment be settled by the parents or the company in full before June 30th , N for N/N+1 school year;
- Early Bird 2 : should the payment be settled by the parents or the company in full before September 1st, N for N/N+1 school year.

Payment per term

- Payment deadline for the first term : August 31st, N for N/N+1 school year
- Payment deadline for the second term : December 31st, N for N/N+1 school year
- Payment deadline for the third term : March 31st, N+1 for N/N+1 school year

Late charges of 2% may apply for any delay shorter than than one month, followed by late charges of 1% for every subsequent month of delayed payment.

Canteen fees

Canteen is compulsory at La Petite Ecole. Meals are prepared onsite by our employees and children take their meals in the refectory. Only children presenting a medical certificate will be exempt from eating in the canteen.

Regarding payment of the canteen fees, parents can benefit from the Early Bird rate system in place.

The "current families" vs "new families" rate

For the 2020/2021 and 2021/2022 school years, children from former families will benefit from a different rate. These are families who were already enrolled at La Petite Ecole in 2019/2020.

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RE-ENROLLMENT

Advance payment on re-enrollment

For students already enrolled and who wish to be re-enrolled for the following school year, the school will ask families, in addition to the re-enrollment fees (200 USD) for kindergarten and elementary, an advance of USD 1000, payable before April 15 N for the year N / N+1. Slot at La Petite Ecole will only be confirmed once the advance has been paid.

This advance will be deducted from the next invoice (for school fees).

In case of cancellation of the re-enrollment, this advance of 1000 USD can only be reimbursed in the following cases: relocation, serious family or financial problems.

THE NURSERY

We offer a range of options for the little ones, in order to better suit their individual needs. Should the parents wish to change the formula during the term, they must notify the school at least two weeks prior to implementing the change. A new invoice will be issued to adjust the school fees accordingly (of the current term or school year, depending on the situation).

EXCHANGE RATE

The exchange rate used to calculate fees is the official daily rate.

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IN CASE OF EXIT

Supporting documents

In order to obtain a refund, any departure must be justified: relocation, serious financial or family problems.

School fees shall be entirely reimbursed only if the cancellation notice is given to La Petite Ecole at least one month before the beginning of the term and justified (relocation, serious financial or family problems).

Refund calculation

In case of departure of the child during the term, the school will reimburse school fees based on the non-incurred weeks. For example, if a child's exit day (see below) is on Wednesday, February 11th, we will reimburse the school fees from Monday, February 16 th until April 3rd . If a child's exit day is on Wednesday, January 21 st , school fees from January 1 st until Friday, January 23 rd will be invoiced.

In case a child's first day at school is in the middle of a term, past weeks shall not be billed. For example, in case of arrival on Tuesday, November 18 th , only the weeks from Monday, November 17th to December 31 st will be invoiced.

If a family has paid the Early Bird rate but leaves school before the end of the school year, all reimbursements will be made on the basis of the price per quarter: the family will no longer benefit from the Early Bird price.

Early exit day

A one-month notice period must be given to La Petite Ecole. For example, in case notice is given on February 10th for February 20th, exit day will be considered to be March 10th).