

GENERAL TERMS AND CONDITIONS AND PRICE REGULATIONS

1. – ADMISSION

1.1 any family applying for student's admission is required to have a personal interview with the direction beforehand.

2. – REGISTRATION OF A NEW STUDENT

2.1 Once accepted, the student is enrolled for the entire school year.

2.2 The online registration form is available at the office and, once completed, should be sent back to : admin@ecole-eden.ch.

2.3 By returning the registration form, valid for any registration, the parents, the holder of parental authority, undertake to pay an entire year for the school.

2.4 By returning the registration form, the parents, the holder of parental authority, approve the general conditions and fees of Eden School.

2.5 In the event that parental authority is exercised jointly by two persons, the holder who chooses to return the registration form is responsible and guarantees by his act that he has obtained the consent of the other parent.

2.6 The following must be sent to the office:

- A passport photo of the student.
- A copy of the family booklet.
- A copy of the passport or identity card.
- A copy of the school reports for the last 2 years.
- Students must provide a certificate each year, before the beginning of the school year, proving that they have taken out accident and health insurance.
- Administrative documents sent at the beginning of the school year duly completed.

2.7 Registration is only final after receipt of the admission fee of CHF 1'500. If the registration is cancelled, the registration fee is not refunded.

3. – REGISTRATION DURING THE YEAR

3.1 Students arriving during the year must, in addition to the admission fees, pay the tuition for the current term, and the remaining term(s) of the current school year. However, students who arrive in the second half of a term will be charged 50% of the cost of the current term.

3.2 If the student does not attend at the confirmed date of entry, the tuition calculated for the remaining period of the school year must be paid.

4. – RE-ENROLMENT

4.1 Students must be re-registered.

4.2 The re-registration form must be returned to us duly completed and sent to the management by the parents, the holder of parental authority, no later than March 1st.

4.3 By returning the registration form, the parents, the holder of parental authority, undertake to pay for the entire school year and approve the general conditions and fees of Eden School.

4.4 In the event that parental authority is exercised jointly by two persons, the holder who chooses to return the registration form is responsible and guarantees by his act that he has obtained the consent of the other parent.

4.5 The re-registration fee is CHF 1'500. The re-registration will only be final after receipt of this amount. This amount will be deducted from the school fees invoice for the first term of the following school year.

4.6 Ecole Eden reserves the right to refuse a re-registration. In such a case, parents, the holder of parental authority, will be notified by the school. Re-registration fees already paid will then be refunded.

5. – TERMS

The school year is divided into three terms:

- Term 1: From the first day of class to the end of the Christmas holidays
- Term 2: From the day after the Christmas holidays to the end of the Easter holidays
- Term 3: From the day after the Easter holidays to the end of the school year

6. – TIMETABLE AND ABSENCES

6.1 The calendar is available on the Eden School website. The Eden School reserves the right to modify the dates in the interest of the students and the program or due to new constraints.

6.2 Students are required to respect the calendar and schedules.

6.3 In the event of exceptional circumstances requiring a prolonged absence, a written and reasoned request must be addressed to the Management. We encourage families to avoid absences before and/or after holidays. Early departures, delayed returns are detrimental to children, as they miss part of the school curriculum. We would like to point out that teachers do, however, make every effort, before departure and at the request of parents, to pass on the work done in class during this period.

6.4 In the event of prolonged absence, no reduction in tuition will be granted.

6.5 In the event of unforeseeable absence, parents shall inform the secretariat by telephone or e-mail via the address admin@ecole-eden.ch before 10 a.m. The secretariat will answer your calls from 9:00 am, you can leave a message on the School's answering machine.

6.6 Late arrival

Each parent must respect the entry times. Parents' attention is drawn to the fact that their children are penalized if they arrive late. Repeated late arrivals may be subject to a penalty. Any foreseeable absence or delay must be justified in advance.

7.- SCHEDULE

7.1 For the children of the Kindergarten (petite section) in half-days, the school covers the morning of Monday, Tuesday, Thursday and Friday from 8:35 am to 12:00 pm. Wednesday mornings, taught only in English, are optional.

7.2 For kindergarten students (petite section) in full days as well as for kindergarten 1 and 2 (moyenne and grande sections), the school fees cover the morning and afternoon of Monday, Tuesday, Thursday and Friday from 8:35 am to 3:35 pm. Wednesday mornings, taught only in English, are optional.

7.3 From primary school onwards, the course covers the morning and afternoon of Monday, Tuesday, Thursday and Friday from 8:35 am to 3:35 pm and Wednesday morning from 8:35 am to 12:00 pm.

8.- MONITORING DURING LUNCH HOURS

8.1 Concerning lunch time, the School provides tables and benches for eating as well as supervision on Mondays, Tuesdays, Thursdays and Fridays.

8.2 Children have to bring a lunch box (no possibility to reheat the dishes). Parents also have the option of subscribing to a delivery service for hot meals made by Revolution Food¹.

9. – AFTER SCHOOL STUDY and CHILDCARE from 4:00 p.m. to 5:00 pm

9.1 For primary classes, supervised study is offered on Mondays, Tuesdays and Thursdays. For nursery classes, childcare is offered on the same days.

¹ For more information, please visit: revolutionfood.ch. For registration, please contact them via the following email addresses: info@revolutionfood.ch.

In order to be able to organise the optional supervised study and childcare in the best possible way, a written request must be sent to us at the time of registration or re-registration or at the latest at the beginning of the school year.

9.2. Registration is made for the entire school year.

9.3 No refund will be granted in the event of absence or change during the current semester.

9.4 Any change for the following semester must be sent in writing to the Management one month before the end of the current semester.

10. – OTHER ACTIVITIES

10.1 The conditions concerning other activities within the school (snow class, school race, etc.) will be sent to parents by email during the school year and are not included in the school fees.

11. – PRIVATE LESSONS

11.1 Private lessons must be cancelled the day before until 4:00 pm. Any lesson which is not cancelled within the deadline will be charged.

12. – STUDENT’S RIGHTS AND OBLIGATIONS

12.1 A student admitted to the School has his or her reserved place as long as he or she observes the school rules and the fixed fees are paid.

12.2 The student shall participate in all school and extracurricular activities organized within the framework of his or her class as far as his or her conduct and application justify it.

12.3 The student must comply with the rules and all school regulations.

12.4 The Principal has the right at any time to expel a student whose conduct, dress or work is unsatisfactory.

12.5 The child must be potty trained when he enters the small kindergarten section.

13.– CLOTHING

13.1 Concerning the students’ dress, the students will comply with the School's dress

code².

Reminder of the colour code:

- Clothing must be plain in colour, with no visible markings or patterns.
- The **top** must contain the logo embroider of the Eden School, it must be:
 - o A white shirt or polo shirt,
 - o A sweater without hood in beige or green color.
- The **bottom**
 - o Beige or green pants, skirt or shorts or jeans in blue jeans.
- For sports classes: green jogging³ from the Eden School and t-shirt with the School logo embroider - clean sports shoes for indoor activities and outdoor shoes that will stay at school.

You will find below the company's contact details to embroider the Eden School logo on the tops of your clothes

BRODE-IT, 32 rue des Noirettes, 4 th floor, 1227 Carouge, Tel: +41 79 348 57 08, www.brode-it.ch, info@brode-it.ch

Price (directly from the external service provider):

- For a minimum of 5 pieces: CHF 8/piece
- For a minimum of 10 pieces: CHF 7/piece

The adults in the school, and more specifically the teachers, reserve the right to point out to the students if their clothing does not meet the requirements.

14. – COMMUNICATION

14.1 Administrative documents are given to parents at the student's arrival. These documents are considered valid throughout the student's schooling in our school. Parents are required to inform the secretariat of any changes occurring during the school year (medical information, contact details, authorization for distribution, etc.).

15. – INSURANCE

15.1 Parents insure their child(ren) for accidents that may occur during school activities or organized by the school. The school cannot be held liable in the event of non-compliance with this point.

15.2 Parents conclude a civil liability insurance policy that would cover the costs of damage caused by their child within the school, both inside and outside the school.

² MY Uniformes is at your disposal for any order. Access to the showroom is available every Tuesday from 8:30 am to 12:00 pm outside school holidays for all orders. Your purchases can also be made online via the website www.myuniformes.com. Code: Eden. Password: MYbeny28

³ Jogging MUST be purchased from MY Uniforms, see previous footnote.

15.3 Students must provide a certificate each year, before the beginning of the school year, proving that they have taken accident and health insurance.

15.4 As the school does not have an infirmary in the strict sense of the word, it refers to the school health service.

15.5 In case of a medical emergency, the school reserves the right to take all necessary measures or initiatives (contact with a doctor, transport to a hospital), if necessary, but while respecting the instructions given on the Health Sheet. Parents will of course be contacted as soon as possible.

16. – TARIFS

16.1 Annual tuition fees are payable annually, semi-annually or quarterly. Any semi-annual or quarterly payment is due in advance before the beginning of the next half-year or quarter according to the information provided on the invoice. Expenses not included in the school fees must be paid in full at the time of the first payment.

Schooling fees	First trimester	Second trimester	Third trimester	Annual
Nursery full days	CHF 7'940	CHF 5'955	CHF 5'955	CHF 19'850
Kindergarten classes (1P and 2P)	CHF 7'940	CHF 5'955	CHF 5'955	CHF 19'850
Primary classes, up from CP (3P)	CHF 9'960	CHF 7'470	CHF 7'470	CHF 24'900

15% discount for the second child⁴.

16.2 The following expenses are not included in the rates::

For **nursery class, kindergarten and primary classes:**

- Admission fee of CHF 1'500 (only for the 1st year)
- School supplies of CHF 950 per year
- Lunch supervision CHF 400 per semester
- An annual flat rate of CHF 200 for cultural excursions
- Wednesday mornings, taught in English only, are optional for kindergarten and kindergarten classes. The annual fee for this option is CHF 3'000.

⁴ This discount scale is applicable to parents who do not benefit from a contribution from the employer or a third party for the education of their children.

It is not applicable for children attending half-day.

Any particular request must be submitted to the management.

From primary school onwards, Wednesday mornings are compulsory school hours and are included in the annual fees.

- Eden School also offers the optional possibility of supervised studies on Mondays, Tuesdays and Thursdays after the mandatory hours. The costs of these optional studies is CHF 1,000 per semester. (667 for 2 evenings and 333 for 1 evening per semester). For kindergartens, Ecole Eden offers a daycare on Mondays, Tuesdays and Thursdays after the mandatory hours. The cost of the daycare is CHF 690 per semester (475 for 2 evenings and 230 for 1 evening per semester).
- Extra-curricular workshops are also available. The cost of these workshops varies, depending on the activity, between CHF 1'100 and CHF 1'500 per year for one lesson per week.
- The fees for the school outfit

16.3 In the event of an exceptional closure of the school due to an imperative external recommendation, distance learning will be provided and will not entitle to reimbursement of tuition fees. This will be fully due.

17.– INVOICE PAYMENT

17.1 All invoices are payable within 30 days of their date of issue.

17.2 In the event of non-compliance with the above-mentioned deadline, Ecole Eden reserves the right to refuse the student entry into the classroom and not to give him/her the school reports.

17.3 Reminder Fees: reminders will be charged CHF 100 regardless of the type of invoice. This amount is used to cover interest and administrative costs. In case of non-payment, Ecole Eden will forward the file to the competent authorities.

18. – CANCELLATION and DEPARTURE

18.1 If a cancellation occurs after June 30 or if the student does not arrive on the first day of the school year, the annual school fees are due. Any cancellation must be addressed in writing (letter or email) to the management.

18.2 Student's departure during the school year:

In the event of early departure due to a geographical professional transfer of parents during the school year, the entire school term interrupted is due. If school education is paid by the employer of either parent, the annual fees remains also fully due.

In the event of early departure due to dismissal of the student during the school year, the school fees for the interrupted term are totally due.

The extra charges referred to in point 15.2 shall be due in proportion to attendance. Registration fees and school supplies remain fully due.

18.3 In case of cancelation of a re-enrolment the aforementioned conditions apply. It is underlined that under such circumstances the re-registration fees are not reimbursed.

19. – SCHOLARSHIP

19.1 Eden School offers the possibility of scholarships. They are subject to selection criteria such as the need for the child to be integrated into the school, the parents' monthly budget and the available assets. The Foundation boards request a complete file which is analysed. The parents are then informed of the Foundation's decision.

The admission fee of CHF 1,500 is charged for the enrolment of a student. If the scholarship is refused, the application fee of CHF 500 (required for any first scholarship request) is not refundable and only the CHF 1,000 will be refunded.

20. – FINAL DISPOSITIONS

These rates and conditions are applicable for the current school year and are available on the Eden School website.

Eden School reserves the right to modify them during the year.

Any dispute relating to these conditions or the student's schooling at the Eden School is exclusively subject to Swiss law and the jurisdiction of the ordinary courts of Geneva, subject to possible recourse to the Federal Court in Lausanne.