

GENERAL CONDITIONS

ADMISSIONS

All applications for admission require a personal interview with the management beforehand and a trial period of one week must be observed in order to validate the final admission.

REGISTRATION OF A NEW STUDENT

- The student is enrolled for the whole school year.
- Complete the registration form available on our website : www.ecoleharmonie.ch
- By returning the registration form, valid for all registrations, the parents, the holder of parental authority, undertakes to pay the school fees for a whole year.
- In the event that parental authority is exercised jointly by two persons, the holder choosing to return the registration form is responsible for and guarantees by his act to have obtained the consent of the other.
- By returning the registration form, the parents, the holder of parental authority, agree to the general conditions and fees of the Harmonie School.
- Registration is confirmed upon receipt of:
 - ✓ The signed registration form
 - ✓ A copy of the family record book
 - ✓ A copy of passport or identity card
 - ✓ A copy of the last two years' school reports
- Registration is final after receipt of the admission fee of CHF 600. In case of cancellation, the registration fee will not be refunded inscription

ENROLEMENT DURING THE YEAR

- Students arriving in the middle of the year must, in addition to the admission fee, pay the current term's fees and the remaining term(s) of the current school year. However, students arriving in the second half of the term will be charged 50% of the current term's fees.
- If the student does not show up on the confirmed entry date, the school fees for the rest of the year are due.

RE-ENROLMENT

- The re-enrolment of a student already enrolled is automatically renewed in February for the following school year.
- Parents undertake to pay the re-enrolment fee equivalent to one month's school fees, unless they inform the school of their withdrawal in writing before 15 March.
- If the re-enrolment is cancelled by the parents until 30 June, the re-enrolment invoice corresponding to the month of September remains due, and if necessary will not be retroceded.
- In the event of cancellation of the re-enrolment between 1 July and the date preceding the start of the school year, compensation corresponding to the October school fees will also be due.
- In the event that parental authority is exercised jointly by two persons, the holder choosing to return the registration form is responsible and guarantees by his act to have obtained the consent of the other.
- The Harmonie School reserves the right to refuse re-registration. The parents, the person with parental authority, will be informed by the School. The re-enrolment fees already paid will then be refunded.
- All requests for cancellation or deregistration must be made in writing to the Admissions Department.

CANCELLATION IN CASE OF FORCE MAJEURE

- In case of withdrawal of the pupil during the school year, the following reasons allow to waive the annual financial commitment:
 - ✓ Death of the child's sponsor
 - ✓ Long-term illness leading to suspension of studies
 - ✓ The family has to leave the region
 - ✓ Expulsion from school for serious reasons

The Direction must be notified in writing with proof, at least two months in advance.

In such cases, two months' tuition will be charged in addition to the months already completed. The first month's advance payment is refundable until 30 April. After this date, a compensation corresponding to three months of schooling will be due.

SEMESTERS

The school year is divided into two semesters with an equivalent number of school weeks (excluding holidays)

SCHOOL FEES

Registration fee :	CHF 600./unique
Tuition from 3 y.o. to 2P :	CHF 15'760.-/due on 10 months
Discount for siblings 5 % :	CHF 14'972.-/ due on 10 months
Tuition from 3P to 8P :	CHF 16'760.-/ due on 10 months
Discountfor siblings 5 % :	CHF 15'922.-/ due on 10 months

This fee includes school fees, school materials, psycho-pedagogical resources and group accident insurance.

School outings : CHF 600.-/year
The outings and camps are part of the school's pedagogical project, and are therefore compulsory.

Children with special needs: Tariff on request based on an assessment of the child by the establishment.

LUNCH FEES

1 day:	CHF 665./year
2 days:	CHF 1330./ year
3 days:	CHF 1965./ year
4 days:	CHF 2660./ year
5 days:	CHF 3325./ year

Picnics from home are not allowed except in case of medical prescription or during certain school outings. In case of specific agreement, a fee of CHF 1700./year will be charged to the families for 4 days per week of supervision.

It is possible to register a child on an occasional basis if he/she is announced in advance at a rate of CHF 25.00 per meal.

- Payment can be made in the following 2 ways:
 - ✓ In one instalment payable before the start of the school year
 - ✓ By trimester in advance
- We apply a late payment penalty of CHF 100 per invoice, after the first reminder. Any delay of more than two months in payment may result in the student's dismissal.

○ **CHILD CARE/ EXTRAS**

After-school garderie and activities take place between 15:30 and 18:00.

PRIVATE LESSONS

Private lessons are charged **CHF 90/hour** and must be cancelled by 4pm the day before. Any course not cancelled within this time will be charged.

TIMETABLE AND ABSENCES

- The timetable is visible on the Harmonie School website. The Ecole Harmonie reserves the right to modify the dates in the interest of the students and the programme or because of new constraints.
- Students are required to respect the timetable and schedules.
- In the event of exceptional circumstances requiring a prolonged absence, a written and motivated request must be addressed to the Management. We encourage families to avoid absences before and/or after the holidays. Early departures and delayed returns are detrimental to children who then miss part of the school programme.
- In case of prolonged absence, no reduction of the school fees will be granted.
- In the event of unforeseen absence, parents must inform the secretariat by telephone or by email at direction@ecoleharmonie.ch before 10am.
- Each parent must respect the entry times. Parents are reminded that it is their children who are penalised. Repeated late arrivals may be subject to a penalty. Any foreseeable absence or delay must be justified in advance.
- Parents are required to drop off their children at the school entrance and must not enter the premises without being invited.

TIMETABLE

	Preschool to 2P	3P to 4P	5P to 8P
Monday	full day 8h30-15h30	full day 8h30-15h30	full day 8h-15h30
Tuesday	full day 8h30-15h30	full day 8h30-15h30	full day 8h-15h30
Wednesday		Half-day 8h30-12h	Half-day 8h-12h
Thursday	full day 8h30-15h30	full day 8h30-15h30	full day 8h-15h30
Friday	full day 8h30-15h30	full day 8h30-15h30	full day 8h-15h30

- For pupils from pre-school to 2P the class hours are: Mondays, Tuesdays, Thursdays and Fridays from 8.30am to 3.30pm. Classes are held in French.
- For pupils in 3P to 4P the class hours are: Mondays, Tuesdays, Thursdays and Fridays from 8.30am to 3.30pm. Classes are held in French. Wednesday mornings, from 8.30am to 12 noon, are in total immersion in English.
- For pupils from 5P to 8P, the school year covers Mondays, Tuesdays, Thursdays and Fridays from 8am to 3.30pm. Wednesday mornings from 8am to 12pm are in total English immersion. The rest of the week, classes are held in French.

COMMUNICATION

The main information is transmitted during class or school meetings and by e-mail.

Parents are obliged to inform the secretariat of any changes that occur during the course of their schooling (medical information, contact details, authorisation to broadcast, etc.).

RELATIONSHIP SCHOOL-FAMILIES

The school complements the educational action of the family. To ensure a good relationship between the family and the school, it is essential that parents participate in class meetings, parties and other events.

They are required to participate in the tripartite interviews with the teacher and the pupil. During these two annual interviews (teacher-parent-child), the pupils' work will be presented, commented on and their skills analysed in relation to the objectives to be achieved.

The first interview takes place at the end of October, the second at the end of May.

For children with special needs, an Individual Educational Plan defines specific annual objectives for the pupil and two additional network meetings are organised.

RIGHTS AND OBLIGATIONS FOR THE STUDENT

A pupil admitted to the School will have a place reserved for him/her as long as he/she observes the school rules and regulations and the prescribed fees are paid.

A pupil will participate in all school and extra-curricular activities organised within the framework of his/her class as long as his/her conduct and application justify it.

The Direction has the right to expel at any time a pupil whose conduct, dress or work is not satisfactory.

The rules of the Ecole Harmonie are available to families on our website.

DAMAGES FOR THE FURNITURE OR THE BUILDING

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

E-LEARNING

In the event of events involving the temporary closure of the school (maximum one academic year and/or ten months of closure), Ecole Harmonie will provide distance learning for its students as soon as possible. The management and/or the authorities are the only bodies competent to decide on the closure of the school. In such a case, the tuition fee remains payable in full, and no discount is granted, whatever the E-learning services offered.

FINALES CLAUSES

The present conditions are applicable for the current school year and are available on the Ecole Harmonie website.

The Ecole Harmonie reserves the right to modify them during the year.

Any dispute relating to these conditions or to the student's schooling at the Ecole Harmonie is exclusively subject to Swiss law and to the jurisdiction of the ordinary courts of Geneva

These general and financial terms and conditions constitute a contract between the respondent and Harmonie School. They cannot be terminated at any time.

The undersigned has taken note of the content of these General and Financial Conditions and undertakes to respect them.

Date :

Read an agreed

Name and surnam of the student:

Parents signature: