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| <b>FINANCIAL CONDITIONS</b> |
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**1. Preliminary Arrangements**

- 1.1 These Financial Conditions apply to the nursery, primary, secondary, and high school of the French International School of Bratislava (EFIB); organizational entities officially called the French-Slovak Unified Private School, M. C. Sklodowskej 1, Bratislava (hereinafter "the EFIB") and managed by the Association for a French School in Bratislava (hereinafter "The Association").
- 1.2 The Financial Conditions are approved by the Management Committee of the Association (hereinafter referred to as the "Management Committee").
- 1.3 By registering or renewing their child's enrolment at the EFIB, the legal guardians agree to the Association's Financial Conditions and the fees applicable for the given school year.
- 1.4 The legal guardians must pay to the Association:
- a) an annual membership fee, which corresponds to the school fees for the education of their child (hereinafter "Tuition Fees"),
  - b) a one-time registration fee,
  - c) the cost of school materials in one annual payment.
  - d) a fee for «kmeňová škola» in case of special school attendance form
- 1.5 Legal guardians must also pay to the Association the fees related to the registration of their child in other activities or services such as:
- a) school meals
  - b) after-school care at the club (primary school for classes CP-CM2),
  - c) passing the french DNB and bachelor's degree examinations,
  - d) leisure centres during school vacations,
  - e) extra-curricular activities,
  - f) sport association and its activities
  - g) stays, exchanges, trips.
- 1.6 The amounts according to paragraphs 1.4 and 1.5 are specified in the document "Fees for the School Year" with the exception of points d), e), f), and g) from paragraph 1.5. This document is valid for the respective school year and the fees listed in it are reviewed and approved annually by the Management Committee.
- 1.7 All fees are paid directly to the Association's bank account via bank transfer or via standing order. Cash payments are not accepted.
- 1.8 All fees are deemed paid when the amount due is credited to the Association's bank account.
- 1.9 The child's enrolment in the EFIB is confirmed only if the following two conditions are met:
- a) the initial registration fee is paid,

- b) the first instalment of the Annual Tuition Fees in accordance with paragraph 3.5 point b) shall be collected.

1.10 The continuation of the child's schooling is conditioned by:

- a) written confirmation, **before March 31** of the current school year, of this continuation into the following school year at the EFIB. This confirmation should specify the payment frequency (monthly, quarterly or annually).  
b) payment of all fees due to the Association.  
c) payment, before June 14, of the first monthly instalment of the Annual Tuition Fee for the following school year.

1.11 Legal guardians are jointly and severally responsible for the payment of all costs related to their child's education under these Financial Conditions regardless of the name of the legal guardian on the invoice, or confirmation of continued schooling.

## 2. Payment of first-time registration fee

2.1 The first registration fee is charged for all child registrations, regardless of the child's level of education at the EFIB, including if the child has already been enrolled and de-registered from the EFIB. The fee amount is specified in the document "Fees for the School Year," which is valid for the respective school year.

2.2 The first-time registration fee must be paid upon no later than 3 business days after submission of the registration form. They are non-refundable.

## 3. Tuition fees

3.1 Tuition Fees are due to the Association from the date of the child's enrolment at the EFIB and persist until the end of the child's schooling. Additional fees, under certain conditions, are provided for in paragraph 4.3 a).

3.2 Tuition Fees are paid in monthly instalment, quarterly instalment or in annual instalment on the due dates indicated below, except in the case of registration after March 31 in accordance with paragraph 3.5 point b):

| Monthly instalment   |                | Quarterly instalment |                | Annual instalment    |             |
|----------------------|----------------|----------------------|----------------|----------------------|-------------|
| Reimbursement Number | Expiry date    | Reimbursement Number | Expiry date    | Reimbursement Number | Expiry date |
| 1. (1/10)            | 14th June      | 1. (1/10)            | 14th June      | 1. (10/10)           | 14th June   |
| 2. (1/10)            | 14th September | 2. (3/10)            | 14th September |                      |             |
| 3. (1/10)            | 14th October   |                      |                |                      |             |
| 4. (1/10)            | 14th November  |                      |                |                      |             |
| 5. (1/10)            | 14th December  | 3. (3/10)            | 14th December  |                      |             |
| 6. (1/10)            | 14th January   |                      |                |                      |             |
| 7. (1/10)            | 14th February  |                      |                |                      |             |
| 8. (1/10)            | 14th March     | 4. (3/10)            | 14th March     |                      |             |

|            |            |  |  |  |
|------------|------------|--|--|--|
| 9. (1/10)  | 14th April |  |  |  |
| 10. (1/10) | 14th May   |  |  |  |

- 3.3 Tuition fees are due for each month, including incomplete months, in which the student attended EFIB.
- 3.4 For registrations made during the school year after September 1, the amount of the Tuition Fee is proportional to the actual duration of schooling, in accordance with the paragraph 3.3 and with the instructions indicated on the invoice issued by the Association.
- 3.5 If:
- a) the child was enrolled **prior to March 31** or, if the student is continuing in school, the due dates for the instalments of the Tuition Fee are applied under paragraph 3.2 above on the basis of the choice made by the family at the time of the application or by the choice of continued schooling.
  - b) the child was registered **after March 31st**, the first instalment of the School fees is due no later than 3 business days after the registration file submission. The remaining Tuition Fees are due according to paragraph 3.2 above.
- 3.6 Without payment of the amounts set out in paragraph 3.5 b), the EFIB will not accept the child's enrolment. No amount paid under paragraph 3.5 will be refunded, except in cases specified in these conditions.
- 3.7 The child's re-enrolment in the EFIB, pursuant to subsection 4.6, is conditional upon payment of the Initial Enrolment Fee pursuant to paragraph 2.1, and the Tuition Fee pursuant to paragraph 3.5.

#### **4. Withdrawal, abandonment, departure, or absence of a student**

- 4.1 Legal guardians are required to confirm their child's continued enrollment at EFIB for the following school year by March 31st at the latest, through an online form sent by the school.
- 4.2 If the legal guardians wish to permanently terminate their child's attendance at EFIB by August 31st (the end of the school year), they must do so in writing by completing the withdrawal form no later than May 31st.
- 4.3 If the child ceases to attend the EFIB (or does not attend after enrolment) under conditions other than those set out in paragraph 4.2:
- a) legal guardians must pay an additional fee equal to three monthly instalments of the Annual Tuition Fee,
  - b) legal guardians do not pay additional fees in the following cases:
    - (i) unpredictable and justified relocation to another city or country,
    - (ii) health problems of the child.

- 4.4 Legal guardians must notify and provide evidence of the reasons for discontinuing schooling under Clause 4.3 b) immediately upon becoming aware of the reason for discontinuing schooling; otherwise, they will be required to pay the additional fees provided for in Clause 4.3 a).
- 4.5 If the legal guardians pay the Tuition Fee in advance, the Association will reimburse the portion corresponding to the full months in which the student will no longer be enrolled at the EFIB; after deduction of the amounts provided for in paragraph 4.3.
- 4.6 In the event of deregistration from the EFIB pursuant to paragraph 4.3, re-enrolment in the same school year is only possible if the EFIB has capacities to accommodate the child again; in this case, the legal guardians will be required to pay the initial registration fee.
- 4.7 Any temporary absence of a student during the school year, regardless of duration and reason (for example: illness, short-term stay of the student at another school, student exchanges within the ADN program, etc.), does not entitle the child to any reduction or reimbursement of the Tuition fees.
- 4.8 The Management Committee of the Association may, in exceptional cases, upon presentation of a justified written request, decide to:
- a) to grant a reduction in Tuition Fees or
  - b) to defer monthly instalments of the Tuition Fee.

Management Committee may make the reductions referred to in this paragraph conditional upon the signing of a special agreement between the Association and the legal guardians. There is no legal right to such reduction under this paragraph.

- 4.9 If the EFIB is closed for objective reasons beyond its control (e.g. as a consequence of sanitary and anti-epidemic measures), the legal guardians and/or legal entities, which pay the Tuition Fee have no legal right to obtain a reimbursement (even partial) of expenses, apart from expenses for school meals and extra-curricular activities.

## **5. Reduction of Tuition Fees paid by legal guardians**

- 5.1 If several children from the same family are enrolled in the EFIB, the legal guardians are entitled to the following discounts:
- 10% discount on annual tuition fees for the second child enrolled in EFIB,
  - 20% discount on the annual tuition fees from the third child enrolled in EFIB.

This right is lost if the billing information on the invoice for the first child does not match the billing information on the other tuition invoices.

- 5.2 For the purposes of these Financial Conditions, the first child is the eldest sibling attending EFIB. The discount provided for annual Tuition fees always applies to the annual Tuition fees of the younger siblings.

- 5.3 Legal guardians do not benefit from a discount on the Annual Tuition Fee specified in paragraph 5.1 if:
- they already received long-term financial assistance from the Association,
  - the Annual Tuition fees have already been reduced for any reason.
  - the Annual Tuition Fees are paid by the employer/legal person/individual entrepreneur.
- 5.4 The tuition discount for the child of a legal guardian who works full-time in at the École Française Internationale de Bratislava is as follows:
- 60% discount for the first child
  - 70% discount for the second child
  - 80% discount for the third child onwards
- 6. Payment of Tuition Fees in case of AEFÉ scholarship application**
- 6.1 Tuition assistance may be granted by the Agency for French Education Abroad (hereinafter "AEFE"). This aid is means-tested. It is reserved for students with french nationality who are at least three years old, reside with their family abroad and are registered in the World Register of French nationals living outside of France. The scholarship application must be renewed each year and submitted within the time limit set by the diplomatic post in Slovakia.
- 6.2 Until the decision of the AEFÉ is obtained, the legal guardians are obliged to pay the Tuition Fees under the same conditions as the other legal guardians and in accordance with these Financial Conditions.
- 6.3 After a favourable decision of the AEFÉ on the granting of a scholarship, the Association issues an invoice with a reduction equal to the amount of the scholarship granted in favour of the person legally responsible.
- 6.4 The Management Committee may, in exceptional cases, upon presentation of a written request with reasons, grant the legal guardians who have applied for an AEFÉ scholarship, the deferral of monthly instalments of the annual Tuition Fees. There is no legal right to this deferral.
- 7. Fee for «kmeňová škola»**
- 7.1 This fee is invoiced to the legal guardians for a student who fulfils its compulsory school attendance in a special way and is enrolled in the EFIB during this fulfillment. The forms of special school attendance are:
- an individual education, which takes place without regular attendance at school,
  - a school attendance outside the territory of the Slovak Republic,
  - according to an individual learning plan.
- 7.2 Fee for «kmeňová škola» is due to the Association and arises on the date of the decision of the administrative director which authorises the special form of schooling and lasts until the end of the special form of schooling. The administrative director shall issue such a decision on the basis of a written request from the legal representative.
- 7.3 The annual payment for «kmeňová škola» is 10% of the standard tuition fee (per pupil attending the school).

In the event of non-payment of the fee, the student will be removed from the EFIB student list.

- 7.4 If a pupil physically attends school during the school year, (point 7.3) the 10% payment mentioned above shall not be applied for each month enrolled of such attendance and the amount corresponding to the normal (daily attendance) shall be applied for each month enrolled (i.e. the standard annual rate / 10 x the number of months of daily attendance).

Payment for each month of standard (daily) attendance is due by the 14th day of the previous month; from this payment will be deducted the amount already paid corresponding to the monthly fee for «kmeňová škola» (i.e. the parent will pay 90% of the standard fee).

## **8. Optional courses and Specialty High School Education**

- 8.1 The Association does not guarantee the opening of optional courses in the first year of High School (2nde) if the number of students enrolled is insufficient or if the lessons cannot be organized at the school. The student has then the possibility to follow this optional teaching at a distance with the CNED (regulated form), without any specific mentoring received at school. Fees are settled directly by its legal guardians at CNED.
- 8.2 The Association does not guarantee the opening of the accredited specialty at the school in the second year of High school (1ere) class or optional courses in Graduating class if the number of students enrolled is insufficient or if the lessons cannot be organized at the school. The student then has the possibility to follow them at a distance at the CNED institution (regulated form). Fees are settled by its legal guardians.
- 8.3 Legal guardians, who have chosen for their child the specialized lessons not accredited in the school, in the second year of High School and in Graduating class, and intermediated through CNED, will bear all cost. No mentoring is financed by the Association.
- 8.4 Registrations at the CNED, defined in the paragraph 8.2 and 8.3, are invoiced to school. The Association reinvoices them, without any additional charges, to the legal guardians that are required to settle them, as specified in the paragraph 8.2 and 8.3.
- 8.5 The Association guarantees the continuity of learning of the options followed in first year of High School (2nde) at school, over the entire education cycle (second year of High school and Graduating class), and of the specialized courses, attended during second year of High School, during the Graduation year. If the number of registered students is not sufficient, the student is allowed to attend the courses at distance at CNED (regulated form), without the payment of any additional charges and benefiting from the mentoring at the school.

## **9. Fees for school materials**

- 9.1 The annual fee for school materials is specified in the fees in the document "Fees for the School Year," which is valid for the respective school year. It is due in full and before September 14 from the date of enrolment.

These fees are non-refundable.

- 9.2 The student and the legal guardians undertake to return, in good condition, the school material, books, checkroom key, etc., provided by the school. A refund will be requested at the amount of the purchase price or repair cost for any lost or damaged school materials.

## 10. School meals

- 10.1 EFIB students can benefit from school meals:

- i) Kindergarten: snacks, lunch, and snacks,
- ii) Primary, Middle and High School: lunch.

- 10.2 Before the beginning of the school year, legal guardians are obliged to inform the school about the registration/non-registration of their child in the school canteen for the school year by filling in the form sent by the school.

Definitive deregistration from school meals, is only possible upon written request from a legal guardian addressed to [comptable@efib.sk](mailto:comptable@efib.sk) and [cantine@efib.sk](mailto:cantine@efib.sk), **no later than the 25th of the month preceding the deregistration.**

School meals costs are subject to a flat-rate charge and must be paid in monthly instalment/semester instalment/ annual instalment in accordance with the completed form. The due dates for these costs are as follows:

| Monthly instalment   |                | Semester instalment  |                | Annual instalment    |                |
|----------------------|----------------|----------------------|----------------|----------------------|----------------|
| Reimbursement Number | Expiry date    | Reimbursement Number | Expiry date    | Reimbursement Number | Expiry date    |
| 1. (1/10)            | 14th September | 1. (4/10)            | 14th September | 1. (10/10)           | 14th September |
| 2. (1/10)            | 14th October   | 2. (6/10)            | 14th January   |                      |                |
| 3. (1/10)            | 14th November  |                      |                |                      |                |
| 4. (1/10)            | 14th December  |                      |                |                      |                |
| 5. (1/10)            | 14th January   |                      |                |                      |                |
| 6. (1/10)            | 14th February  |                      |                |                      |                |
| 7. (1/10)            | 14th March     |                      |                |                      |                |
| 8. (1/10)            | 14th April     |                      |                |                      |                |
| 9. (1/10)            | 14th May       |                      |                |                      |                |
| 10. (1/10)           | 14th June      |                      |                |                      |                |

The child receives a badge to register his/her meals. This badge must be returned in the event of definitive deregistration from the school meals or departure from the EFIB, otherwise it will be invoiced.

- 10.3 The amount of the school meals is shown in the document "Fees for the School Year," which is valid for the respective school year. It is also indicated on the invoice issued by the Association at the beginning of the school year.

The price is calculated from the number of working days in the EFIB school year calendar, multiplied by the meal rate according to the level of schooling.

10.4 For children with special diets (gluten-free, vegetarian, etc.), the amount of half board may be adjusted in order to consider the additional costs of providing special foods. The legal guardians sign a "Protocole d'Accueil Individualisé" (P.A.I.) with the EFIB.

10.5 In case of temporary absence of the child, the legal guardian is obliged to unsubscribe the child from the canteen under the conditions set by the service provider. Any meal not unsubscribed within the deadline set by the provider will not be refunded.

Reimbursement of school meals cost corresponding to un-subscriptions is made in January for the period September - December and in July for the period January - June.

## **11. After-school care at the club**

11.1 Extra-curricular activities in the morning, starting from 7:30 a.m., are free of charge, as well as for children who do not attend the lessons of Slovak language as mother tongue in primary school, during the afternoon and for children from nursery school.

11.2 Extra-curricular activities are invoiced for children from classes CP-CM2 and paid for period from September until December and for period from January until June, except under the conditions described in 11.1. All nursery and primary school students may be enrolled depending on the availability.

11.3 The legal guardians enrol the children for the year, based on a standard week defined in full hours. Enrolment for a standard week is applied throughout the year, regardless of the attendance. A change of one standard week can be addressed in written to [club@efib.sk](mailto:club@efib.sk) twice throughout the school year.

11.4 Attendance at the club for children from nursery school is included in the Annual Tuition Fees. Attendance at the club is charged for children from classes CP-CM2 according to an hourly rate that appears in the document "Fees for the School Year," which is valid for the respective school year.

An annual deposit must be paid at the time of registration.

At the end of each period, parents will receive an invoice calculated based on the standard week corresponding to the registration, with the hours consumed as extra hours.

The absence of a child is not considered in the invoice.

If the amount of the 2 periodic invoices is less than the deposit paid, the overpayment is reimbursed in July.

## **12. After-school care, leisure centre, international travel and exchanges, discovery classes, sport association and exams**

### **12.1 Extra-curricular activities:**

Registration for extracurricular activities is valid for the school year.



A legal guardian registers his/her child for an extracurricular activity by completing an application form. By completing the application form, the legal guardian agrees to the terms and conditions of the extracurricular activity and undertakes to pay the fee for the activity.

Billing is established for the entire school year after the confirmation of the child's enrollment in the respective activity, which is sent by the school.

No reimbursement will be made in case of absence or discontinuation during the period (except in case of injury or illness preventing the continuity of the activity confirmed by a medical certificate).

The amount of the fee depends on the human resources and material requirements for the organisation of the extra-curricular activity.

#### **12.2 Leisure Center:**

It operates throughout some part of the school vacations. This service is reserved for students enrolled in the EFIB from kindergarten to CM2.

The invoice is issued and sent to the legal guardians only after the confirmation of the opening of the leisure centre, which depends on meeting the minimum capacity. Admission of the child to the leisure center can be guaranteed only after the payment of the fee.

The amount of the fee depends on the human resources and material requirements for the organisation of the leisure centre.

#### **12.3 Green classes, snow classes, trips and international school exchanges and sport association:**

These services are invoiced after receipt of the written and signed authorisation from the legal guardians. Cancellation and refund conditions are specified in writing before registration.

#### **12.4 Exams:**

Invoice is issued and has to be settled before March 14 of the ongoing school year.

Exams of individual candidates will be invoiced once the candidate registers for the exam.

### **13. Reminder proceedings and financial penalties**

13.1 Legal guardians who are late with the payment of tuition fees will receive the first reminder 7 days after the payment due date, indicating the deadline for settling the outstanding amount.

If the overdue payment is not settled by the specified deadline, a second reminder will be sent 14 days after the expiration of this period.

If the payment is still not made after the second reminder, the Management Committee will be informed and will send the legal guardian a final notice for payment by registered letter.

13.2 In the event of late payment of fees defined in these Financial Conditions, the Association has the right to apply financial penalties in accordance with the applicable Slovak legislation (including reimbursement of any attorney's fees).

13.3 If the legal guardian fails to settle the outstanding amount even after the final notice sent by the Management Committee, this may result in the child's expulsion from the school as well as legal action to ensure the payment of the tuition fees to which the association is entitled.

#### **14. Final provisions**

- 14.1 These Financial Conditions are prepared in French, Slovak and English language. In the event of any contradiction between those versions, the Slovak version shall be authoritative.
- 14.2 Disputes concerning these Financial Conditions will be settled mainly by mutual agreement. In the absence of a mutual agreement, the courts of the Slovak Republic will have jurisdiction over the dispute.
- 14.3 These Financial Conditions are governed by the law of the Slovak Republic.
- 14.4 These Financial Conditions were approved by the Management Committee. These Financial Conditions are valid and come into effect on the day of their signature.

Signed in Bratislava, on 19/02/2025

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Michaela Hiernard, chair of the Association

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Peter Bollardt, treasurer of the Association