

GENERAL INFORMATION

- + Any admission is subject to validation by the Pedagogical Directorate, the Admissions Committee and the Commission for Children with Special Educational Needs, if applicable.
- + Payment of application fees is one of the prerequisites for processing applications and is necessary to confirm registration but is not a guarantee of admission.
- + The Management Committee adopts the financial conditions. It may obtain the opinion of a parents' commission in the event of a significant change compared to the conditions in effect previously.
- + Any request for registration or re-registration is deemed as full adherence to the financial conditions in effect for the year concerned, as well as to the bylaws of the Association and its rules of application.

TERMS AND CONDITIONS

1. APPLICATION FEE (FOR REGISTRATIONS OR RE-REGISTRATIONS)

In order for the application to be considered, the application fee must be paid when the application is submitted.

Application fees are non-refundable, even in case of withdrawal. The admission fee charged to families for new students, in addition to the application fee, is not refundable at the end of schooling. This admission fee does not apply to students who return to LFZ after a period of absence.

2. SECURITY DEPOSIT

Upon becoming a member of the Association of the French High School of Zurich, each family, without exception, must pay a Security Deposit, which will be returned upon leaving LFZ, after deduction of any amounts due and payable to the Association.

Billing is issued for this Security Deposit and must be paid before the beginning of the school year or, in case of arrival during the school year, on the date mentioned on the registration confirmation.

3. ANNUAL TUITION FEES

Tuition fees include tuition to cover operating expenses for the year and fees to cover real estate costs.

The annual tuition fees voted at the Annual General Assembly cover the ten months of the school year, i.e. the period from September of the current year to June of the following year. They do not include other incidental expenses, including meals, supervision during the midday break, books and school materials, tablets, textbooks and digital accessories, transport and/or travel costs and/or costs related to attending the school's HORT and HTS services.

4. PAYMENT OF TUITION

Annual tuition fees must be paid in advance:

- + A first payment of CHF 1,500 is due at the time of registration or re-registration; this payment is intended to block a place for the student at the beginning of the school year or during the school year and is not refundable, even in the event of withdrawal;
- + A second payment of 1/3 of the balance of the annual tuition fee is due no later than 15 September;
- + A third payment of 1/3 of the balance of the annual tuition fee is due no later than 15 December;
- + The fourth and final payment of 1/3 of the balance of the annual tuition fee is due no later than 15 March;
- + It is also possible to pay the balance of annual tuition fees over 10 instalments, on the 15th of each month.

The deposit of CHF 1,500.- is due for each child, but the total amount of the deposit to be paid is capped at CHF 3,000.- for families with several children attending LFZ.

In the absence of payment of the deposit of CHF 1,500 before the end of April preceding the school year concerned (or before the end of July for scholarship families), the student's place is no longer guaranteed for the start of the school year. For enrolments during the school year, annual tuition fees are to be paid according to the instructions indicated on the invoice.

In addition to billing of reminder fees, penalties, which may include exclusion from LFZ (article 7 of the bylaws of LFZ), may be imposed if tuition fees are in arrears after the payment dates stated in two reminders for this purpose sent to families with outstanding balances. School records cannot be issued until the past due amounts have been paid.

In the event that LFZ is forced to close temporarily, due to circumstances beyond its control (such as a health crisis), no reimbursement of costs (even partial) will be due or payable.

5. REQUEST FOR REDUCED FEE

5.1. Principle

A reduced fee shall not be granted automatically. To benefit from a reduced fee, families must expressly submit a request for a reduced fee according to the procedures specified for this purpose by LFZ and provide the required supporting documents, within the deadlines indicated for this purpose. It is strictly mandatory to comply with these conditions and the deadlines as described below.

Reduced fees are only valid for one year. Requests must be renewed each school year within the timeframes specified for this purpose and must be accompanied by new supporting documents relating to the year concerned.

5.2. Deadlines and procedure

For requests for reduced tuition fees for the school year concerned (N), requests and all required supporting documents must be received by 5 June of the previous school year (N-1) via the LFZ Eduka portal, which is accessible to families.

Late, improper or incomplete applications (e.g. in case of missing supporting documents) will, however, be able to be accepted until 31 December of the relevant school year (N) subject to an additional application fee of CHF 150.- per child.

The deadlines applicable to families arriving during the school year will be adjusted according to their date of arrival.

In the event of disagreement on the fee applicable to a given family, a request for a fee revision may be submitted to the Reduced Fee Committee until 31 August of the school year concerned (N). If such a request is made after 31 December of the relevant school year (N), an additional application fee of CHF 300.- per child will be charged.

No request for a reduced fee or invoice modification will be admissible after the end of the relevant school year (N), i.e. after 31 August, corresponding to the closing date of LFZ accounts.

5.3. Format

The filing of requests for reduced fees must imperatively be **done via the Eduka portal of LFZ**. Any submission of paper documents or by e-mail may give rise to a billing of a manual processing fee in the amount of CHF 20.-.

The eligibility criteria for a reduced fee are available on the LFZ website (www.lfz.ch), which also provides the list of supporting documents to be submitted and models of the certificates to be provided. If the financial situation of certain families so requires, the Management Committee will examine their case and decide on an exceptional request for economic assistance.

Additional documents may be requested from families applying for a reduced fee, notably in cases where the usual documents cannot be provided or if a need to verify an element of the families' situation proves necessary in the context of internal verification. Families shall cooperate fully and promptly in establishing the facts relating to their financial and personal situation within the framework of an internal verification relating to their reduced fare request.

5.4. Dispute and Remedies

In accordance with Article 9.4 letter e ch. 16 of the Bylaws of LFZ, the Management Committee shall rule as a last resort, on request or ex officio, on any request or complaint from active members of the Association in administrative, legal and financial matters and, therefore, with regard to reduced fees. Active members of the Association agree to respect the decisions taken by the Management Committee as final and definitive. In accordance with the rules of application adopted by the Administrative Committee, any legal remedy is excluded.

6. OTHERS TERMS OF PAYMENT

Any other payment method may be granted, exceptionally, by the Management Committee and only upon presentation of a written request specifying the reason(s) for this request.

7. FINANCIAL PENALTIES

Any late payment will result in penalties of CHF 150.- after the 3rd written reminder. The full annual tuition fee will be payable without the possibility of staggering payments.

8. REGISTRATION DURING THE YEAR

For registrations during the school year, the registration fee, the admission fee, the equipment fee and the security deposit are payable on the due date shown on the

invoice and without reduction. Annual tuition fees will be payable in accordance with the instructions on the invoice.

For student registrations:

- + Between the 1st day of class in September and the end of the All-Saints holidays: 100% of the annual tuition fees are due;
- + Between the return from the All-Saints holidays and the departure for Christmas holidays: 75% of the annual tuition fees are due;
- + Between the return from the Christmas holidays and the departure for the February holidays: 60% of the annual tuition fees are due;
- + Between the return from the February holidays and the departure for the spring holidays: 45% of the annual tuition fees are due;
- + Between the return from the spring break and the end of the school year: 30% of the annual tuition fees are due.

9. WITHDRAWAL OR DEPARTURE OF A STUDENT ENROLLED AT LFZ

Any student who withdraws before the first day of class is exempt from the annual tuition fees with the exception of the CHF 1,500.- paid to guarantee the student's place; this sum of CHF 1,500.- is not refunded.

Registration fees, admission fees, as well as fees for books and school materials will not be refunded and remain due to LFZ.

For all withdrawing students:

- + Between the 1st day of class and the end of the All-Saints holidays: 30% of the annual tuition fees are due;
- + Between the return from the All-Saints holidays and the departure for Christmas holidays: 50% of the annual tuition fees are due;
- + Between the return from the Christmas holidays and the departure for the February holidays: 70% of the annual tuition fees are due;
- + Between the return from the February holidays and the departure for the spring holidays: 85% of the annual tuition fees are due;
- + Between the return from the spring break and the end of the school year: 100% of the annual tuition fees are due.

10. OTHER EXPENSES

The following fees are not included in the above tuition fees and are subject to additional billing by LFZ or the service providers in charge of the service acting upon delegation from LFZ:

- + Materials costs: paper and digital school supplies and books;
- + Electronic tablet, paper and digital textbooks, accessories made available to students according to their level of schooling;
- + Speech therapy / Occupational therapy /private lessons;
- + School trips, Sports trips/ Tournaments;
- + School transport and shuttles;
- + Dining: half board or picnic;
- + Fees for midday break;
- + Extracurricular (directed studies, daycare, extracurricular activities);

- + Administrative costs of manual handling (reminder, files, reduced costs for paper, etc.);
- + Fees for lost keys or badges, costs of replacing damaged or lost equipment;
- + Other unusual costs or expenses incurred by LFZ in the context of special requests from families or that originate from unusual needs of their children.

11. INSURANCE

Parents must take out health, accident and liability insurance for their child(ren) and provide the insurance policy number to the school.

12. LIABILITY

Parents or guardians are responsible for the economic aspects, regardless of the billing address.

13. DISPUTES

Any dispute, litigation or disagreement that arises between the parties concerning, in particular, the existence, validity, interpretation, execution, violation or termination of these Financial Conditions, will be governed by Swiss law (in particular, the Code of Obligations), and subject to the exclusive jurisdiction of the courts of the Canton of Zurich.

Communiqués for the EGA of 9 February 2023

In case of potential dispute the French version shall always prevail