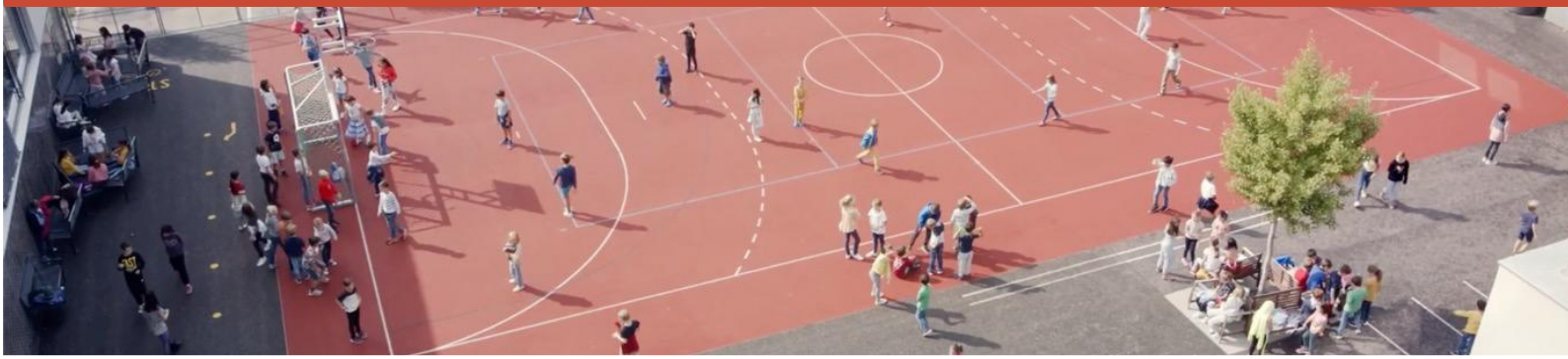




## Financial Conditions



The following financial and contractual conditions (hereinafter referred to as: the “Financial Conditions”) shall be legally binding on parents or legal guardians vis-à-vis the Association du Lycée Français de Zurich (hereinafter referred to as: the “ALFZ” or the “Association”), when enrolling their child(ren) at the Lycée Français de Zurich.

## GENERAL PROVISIONS

- + In accordance with the articles of association of the ALFZ (hereinafter: the "Articles"), the Board adopts the Financial Conditions. They are legally and contractually binding on all members of the Association.
- + Any admission or re-enrolment of a pupil already enrolled is subject to validation by the School Management, the Admissions Committee, and the Committee for Children with Special Educational Needs, where applicable (condition precedent). **The transfer of a pupil to year N+1 is neither compulsory nor automatic.**
- + The payment of the application fee is one of the prerequisites for the processing of applications and is necessary to confirm enrolment but does not constitute a guarantee of admission.
- + Any application for enrolment or re-enrolment, if accepted, implies full and complete acceptance of the Financial Conditions in force for the year concerned, as well as the Articles of the Association and all its implementing regulations, other regulations adopted by the Board and/or the regulations in force within the LFZ.
- + The submission of an application for re-enrolment or a new enrolment via the Eduka portal is contractually binding, if accepted, on each parent registered on Eduka as representing the family of the enrolled child (hereinafter referred to as: the “Members of the Association”). By doing so, they confirm their full and unequivocal acceptance of the schedules, rates, and Financial Conditions of the LFZ.

## TERMS AND CONDITIONS

### 1. APPLICATION FEE (FOR ENROLMENTS OR RE-ENROLMENTS)

To be considered for admission, the application fee must be paid when the application is submitted.

The application fee is non-refundable, even in the event of withdrawal. The admission fee charged to Members of the Association for new pupils, in addition to the enrolment fee, is non-refundable at the end of the course. This admission fee is not applicable to pupils returning to the LFZ after a period of absence.

### 2. SECURITY DEPOSIT

Upon becoming Members of the Association, parents or legal guardians of child(ren) enrolled at the LFZ must, without exception, pay a security deposit of CHF 4,000 (hereinafter referred to as: the “Security Deposit”), which shall be repaid upon their departure from the LFZ, after deduction of any amounts due and payable to the Association.

This Security Deposit shall be invoiced and must be paid to the current account of the Association before the start of the school year or, in the event of arrival during the school year, on the date mentioned on the enrolment confirmation or invoice.

If the Security Deposit is not paid before the start of the school year then the place of the pupil is no longer guaranteed at the start of the school year in September or at the date indicated in the case of enrolment during the school year. Furthermore, in the event of non-payment in a timely manner, the ALFZ may terminate or retract the offer to send a child to school and do so at no cost to the Association by repaying the amounts received and otherwise incurring no liability whatsoever.

### 3. ANNUAL SCHOOL FEES

The school fees include the enrolment and the administration fees intended to cover the operating expenses for the year.

The annual school fees voted at the Annual General Meeting cover the ten months of the school year, i.e. the period from September of the current year through June of the following year. They do not include other ancillary costs, in particular the meals, the costs for supervision during the lunch break, the books or the school materials, the electronic tablets, the textbooks and digital accessories, nor the transport costs and/or the travelling expenses and/or the costs linked to the attendance at the HORT and HTS services of the school.

### 4. PAYMENT OF THE SCHOOL FEES

The annual school fees must be paid in advance:

- + An initial payment of CHF 1,500 per pupil enrolled at the LFZ is due at the time of enrolment or re-enrolment (hereinafter referred to as the “Initial Deposit”); this payment is intended to secure a place for the pupil at the start of the school year or during the school year and is non-refundable under any circumstances, even in the event of withdrawal ;
- + Members of the Association may choose to pay the balance of their annual school fees in one of the following ways:
  - Payment in full of the balance of the annual fees by 15 September of the current year;
  - Payment in instalments (1/3 of the balance by 15 September at the latest, then 1/3 by 15 December at the latest, and the final third by 15 March at the latest);
  - The balance can be paid in 10 instalments, on the 15th of each month from September to June; families **with several children at a reduced rate and on a certain income** are eligible for this payment option as a priority.
- + The choice of the payment method (in full, 3 or 10 instalments) is made on the enrolment or re-enrolment form of the pupil on the Eduka platform.

The Initial Deposit of CHF 1,500 is due for each pupil enrolled at the LFZ, but the total amount payable is capped at CHF 3,000 for Members of the Association with several children enrolled at the LFZ.

If the Initial Deposit is not paid before the end of April preceding the school year concerned (or before the end of July for families receiving a grant) then the place of the pupil enrolled at the LFZ is no longer guaranteed for the start of the new school year. For enrolments during the school year, annual school fees must be paid in accordance with the instructions on the invoice.

In addition to the invoicing of reminder fees, sanctions up to and including expulsion from the ALFZ Association (article 7 of the Articles) may be imposed in the event of school fees remaining unpaid

after the expiry of the time limits specified in two reminders sent to debtor families to this effect. The school records cannot be issued until outstanding amounts have been paid.

Finally, the school fees correspond to a place in a class, and can therefore in no way whatsoever be reduced or adjusted according to the number of hours a pupil spends at the school, for example in the case of part-time teaching arrangements. This principle is applicable whether the adjustment is made at the request of the family or is required by the Pedagogical Department, and regardless of the reason for the adjustment.

In the event that the ALFZ is forced to close the LFZ temporarily due to circumstances beyond its control (e.g. a health crisis), no reimbursement of fees (or even partial reimbursement) shall be due or payable.

## 5. REQUEST FOR REDUCED RATE

### 1. Principles

The granting of a reduced rate is not automatic. In order to benefit from a reduced rate, a Member of the Association must expressly request a reduced rate in accordance with the procedures laid down for this purpose by the LFZ and produce the required supporting documents within the time limits established for this purpose. Compliance with these conditions and with the time limits specified below is strictly imperative.

The reduced rates granted are valid for one year only. The requests must be renewed each school year within the time limits set for this purpose and must be accompanied by new supporting documents relating to the year concerned.

### 2. Conditions

The ALFZ grants reduced rates on request on the following conditions:

#### 2.1 “No employer assistance” reduction

To benefit from this reduction, the Member of the Association must submit a certificate signed by their employer certifying that they are not receiving any assistance towards the school fees of their children for the school year N+1. The persons without work must provide a sworn statement that they are not in paid employment.

The model certificates are available on the website of the LFZ ([www.lfz.ch](http://www.lfz.ch)).

#### 2.2 Reduction for 2 or 3 children and more

This reduction is only available to Members of the Association who do not receive any assistance towards the school fees from their employer (see section above for the documents to be provided) and who have 2 or more children attending the LFZ.

#### 2.3 Income-based reduction

Two cumulative conditions must be met to qualify for this rate:

- Not receive any assistance from their employer towards the payment of school fees (see section above for the documents to be provided)

- Able to evidence annual Swiss income below a certain threshold.

This reduction is available to Members of the Association with an annual family income of less than CHF 210,000.00 according to:

- The Swiss income from the pay slip / salary statement for the calendar year preceding the school year (line 11 for Canton of Zurich) for employees;
- The Swiss income tax return for the year N-1 for self-employed persons and/or company directors (showing income from business and/or capital, e.g. dividends, participating interests, etc.). On the same principle as for employees, pension contributions shall also be deducted from this income when calculating the threshold.

### 3. Time limits and procedure

For the requests for reduced school fees for the school year in question (N), the requests and the submission of all the required supporting documents must be made before 31 May of the previous school year (N-1) via the Eduka portal of the LFZ accessible to the **Members of the Association**.

Late, defective or incomplete requests (e.g. if supporting documents are missing) shall nevertheless be **accepted up to 31 December of the school year concerned (N)** at the latest, subject to an additional handling fee of CHF 200 per child, regardless of the outcome of the request. A late request for a reduced rate does not suspend payment of invoices that have already been issued; any surplus amount shall be reimbursed by the issue of a credit note, once the request for a reduced rate has been accepted by the LFZ Board.

The time limits applicable to the pupils arriving during the year shall be adapted according to their date of arrival.

In the event of a dispute concerning the rate applied in a particular case, an exceptional request for a review of the rate may be submitted to the Reduced Rates Committee up to 31 August of the school year concerned (N). If this kind of request, not linked to a late or incomplete submission, is made after 31 December of the school year concerned (N) then an additional handling fee of CHF 400 per child shall be charged, regardless of the outcome of the request.

In all instances, requests for reduced rates or changes to invoices shall not be accepted after the end of the school year concerned (N), i.e. after 31 August, the date on which the accounts of the ALFZ are closed.

### 4. Format

The requests for reduced rates can only be submitted via the Eduka portal of the LFZ. Documents in paper format or by email shall not be accepted.

The documents to be provided for each of the managers listed on Eduka are as follows:

- + Certificate of non-reimbursement of school fees signed by the employer (or certificate of non-employment, where applicable)
- + For all income-based requests for reduced rates, proof of salary for the year N-1 for employees., or tax return for the year N-1 to the competent cantonal authority for self-employed persons and/or company directors (return indicating, depending on the circumstances, income from business and/or capital, e.g. dividends, profit-sharing or interest on company shares, etc.)
- + If these documents for the year N-1 are not available when the request is submitted or the invoice is sent at the beginning of July then the non income-based rate shall be applied until

the document is received and the invoice shall remain payable. On subsequent receipt of all supporting documents (by 31 December of year N at the latest) and validation of the income-based reduced rate by the Finance Department, the invoice shall then be settled at no additional cost by the issue of a credit note (credit notes).

If the financial situation of certain Members of the Association so requires then the Management Committee shall examine their case and decide on an exceptional request for financial assistance.

Additional documents may be requested from Members of the Association who request a reduced rate, particularly in cases where the usual documents cannot be provided or if the need to verify an element of the situation of Members of the Association is required in the context of internal control. The Members of the Association shall cooperate fully and promptly in establishing the facts relating to their financial and personal situation as part of an internal control relating to their request for a reduced rate.

## 5. Objections and appeals

In accordance with article 9.4 paragraph 6 under 16 of the Articles, the Management Committee has the final say, on request or ex officio, on any request or complaint from Members of the Association concerning administrative, legal, and financial matters, including reduced rates.

The Members of the Association commit to respect the decisions taken by the Management Committee in their respect as final and definitive. In accordance with the implementing regulations adopted by the Management Committee, all legal action is excluded.

## 6. OTHER PAYMENT METHODS

Any other payment method may only be approved in exceptional circumstances by the Management Committee and only on presentation of a written request specifying the reason(s) for the request.

## 7. FINANCIAL PENALTIES

Any delay in payment shall give rise to penalties of CHF 150.00 after the 3rd written reminder. The full annual school fees fall due, with no possibility of payment in instalments.

## 8. ENROLMENT DURING THE YEAR

For enrolments during the school year, the enrolment application fee, the admission fee, the cost of materials, and the security deposit are due and payable on the due date shown on the invoice, without deduction. The annual school fees must be paid in accordance with the instructions on the invoice.

For the enrolment of pupils:

- + Between the 1st day of school in September and the end of the All Saints' public holiday: 100% of the annual school fees are due and payable;
- + Between the return from the All Saints' public holiday and the start of the Christmas break: 75% of the annual school fees are due and payable;
- + Between the end of the Christmas break and the start of the February break: 60% of the annual school fees are due and payable;

- + Between the return from the February break and the start of the spring break: 45% of the annual school fees are due and payable;
- + Between the return from the spring break and the end of the school year: 30% of the annual school fees are due and payable.

## 9. WITHDRAWAL OR LEAVING OF A PUPIL ENROLLED AT THE LFZ

Any pupil enrolled at the LFZ who withdraws before the first day of classes is exempt from paying annual school fees with the exception of the Initial Deposit; this amount is non-refundable.

The application fee, the admission fee, and the cost of books and school materials shall not be reimbursed and remain due and payable to the LFZ.

For all registered pupils withdrawing:

- + Between the 1st day of school and the end of the All Saints' public holiday: 30% of the annual school fees are due and payable;
- + Between the return from the All Saints' public holiday and the start of the Christmas break: 50% of the annual school fees are due and payable;
- + Between the end of the Christmas break and the start of the February break: 70% of the annual school fees are due and payable;
- + Between the return from the February break and the start of the spring break: 85% of the annual school fees are due and payable;
- + Between the return from the spring break and the end of the school year: 100% of the annual school fees are due and payable.

## 10. OTHER EXPENSES

The following expenses are not included in the aforementioned school fees and are invoiced separately by the LFZ or the service providers acting on behalf of the LFZ:

- + Cost of materials: paper and digital school supplies and books;
- + Electronic tablets, paper and digital textbooks and accessories are available to pupils according to their level of schooling;
- + speech therapy / occupational therapy / private lessons;
- + School trips, sports trips / tournaments;
- + Administrative costs for manual processing (reminders, hard copy reduced-rate files, etc.);
- + Cost of lost keys or badges, cost of replacing damaged or lost equipment;
- + Other expenses or costs borne by the LFZ that go beyond the ordinary course of events as a result of special requests from families or due to the unusual needs of their children.
- + Expenses for HORT / HTS
  - School transport and shuttles;
  - Catering: half-board or picnic;
  - Lunch break supervision costs;
  - Out-of-school activities (supervised study, after-school care, extra-curricular activities);

With regard to all these costs (excluding the ZFV meal costs) and once enrolment has been confirmed, invoiced costs (materials and textbooks, travel and the various HTS services listed above) are non-refundable, even on a pro rata basis in the event of departure during the school year or repeated absenteeism. Only the ZFV meal expenses shall be reimbursed on a pro rata basis in the event of departure during the year.

For arrivals during the course of the year, all fees are due and payable in full, only the HORT / HTS fees shall be invoiced at 50% of the semester, only if the arrival date is after the halfway point of the semester, otherwise at 100%. Only the ZFV meal costs shall be invoiced on a pro rata basis in the event of arrival during the year.

## 11. INSURANCES

The Members of the Association must take out health, accident and third-party liability insurance for their child(ren) enrolled at the LFZ and provide the school with the number of the policy.

To take part in school trips abroad (outside Switzerland), the Members of the Association must take out health, hospitalisation and repatriation insurance for their child(ren) enrolled at the LFZ. If no specific insurance has been taken out then the costs relating to illness or hospitalisation abroad or those relating to repatriation for medical reasons shall be borne by the Members of the Association concerned.

## 12. RESPONSIBILITY

The Members of the Association are responsible for any and all legal obligations arising from these Financial Conditions, regardless of the billing address.

They shall promptly update their details on Eduka, if this may effect the full application of the Financial Conditions.

## 13. WORKING LANGUAGE AND CORRESPONDENCE

The working language of the administrative and pedagogical teams at the LFZ is French.

The LFZ may communicate with families in another language if this is their preference, but there is no obligation to do so. In particular, no responsibility shall be accepted by the LFZ for the fact that a family does not master the French language.

It falls under the responsibility of the Members of the Association or persons who intend to become Members to ensure in advance that they fully understand the obligations to which they are agreeing.



#### **14. FORUM AND DISPUTES**

Any dispute, controversy or difference that may arise between the ALFZ and the Members of the Association (hereinafter referred to as: the “Parties”) concerning, in particular, the existence, validity, interpretation, performance, breach, or termination of these Financial Conditions, shall be governed by Swiss law and shall be subject to the exclusive jurisdiction of the Courts of the Canton of Zurich.

Announcement of the GM dated 8 February 2024.

In the event of any discrepancy (translation or interpretation) with the German and English versions of this document, the French version shall prevail.