

## Terms of Payment

*This memorandum aims to specify the terms and conditions of payment for your child's tuition at EIB. We draw your attention to the requirement that **both parents must sign and return page 3 of this document to the school's administrative office with their application form or re-enrolment form.***

### 1 - NEW ADMISSIONS

#### 1.1 - Enrolment of new students

The enrolment of a new student is confirmed upon payment of:

- the registration fee which is non-refundable;
- a deposit for each student. This deposit will be reimbursed on the student's departure from EIB, after full settlement of the school fees and the return of school books to EIB – The Victor Hugo School.

#### 1.2 - Cancellation of enrolment

Parents notify the school, one month prior to the student's departure, by registered letter with proof of delivery to: EIB – Administration and Accounting Office, 117 Boulevard Malesherbes, 75008 Paris, France.

In the case of cancellation of enrolment, the financial consequences are as follows:

- the registration fee is non-refundable;
- if a cancellation is received after 14 May 2018, annual school fees for the forthcoming school year may be payable in full;
- if an enrolment is made after 14 May 2018 and subsequently cancelled, annual school fees for the forthcoming school year are payable in full.

### 2 - STUDENT RE-ENROLMENT

#### 2.1 - Re-enrolment terms and conditions

The school must receive the following documents and payments before the date specified on the re-enrolment form:

- the re-enrolment application form, duly completed and signed by the parents / guardians of the student;
- payment of the re-enrolment fees (down-payment to be deducted from the annual tuition invoice);
- page 3 of this Terms of Payment document, duly completed and signed.

#### 2.2 - Cancellation of the re-enrolment

To cancel a re-enrolment, the school must be notified by registered letter with proof of delivery to:

EIB – Administration and Accounting Office, 117 Boulevard Malesherbes, 75008 Paris, France.

The payment consequences of this cancellation will depend on the date of cancellation:

- for all cancellations occurring before 6 April 2018: the down-payment will be refunded;
- for all cancellations occurring after 14 May 2018: the annual tuition fees will be payable in full.

### 3 - SCHOOL FEES

#### 3.1 - School Fees and Terms of Payment

The student is enrolled in the school for the entire school year. The annual school fees and optional charges are invoiced on 1<sup>st</sup> June 2018 and are payable in advance before 30 June 2018:

- in one single payment, before 30 June 2018; OR
- in three installments, before 30 June 2018, by sending three cheques, dated 30 June 2018, 10 September 2018 and 10 December 2018. In such cases, an indemnity for deferred payment of €25 must be added to each cheque.

Payments can be made ONLY to EIB – Administration and Accounting Office, 117 Boulevard Malesherbes, 75008 Paris (tel: +33 (0)1 45 63 62 22). No exemption from liability to settle annual school fees in full shall be accepted.

### **3.2 - Arrival during the course of the year**

For students enrolling between 1<sup>st</sup> October 2018 and 1<sup>st</sup> February 2019, school fees will be invoiced pro rata according to the student's arrival date. The month during which the student joins the school will be invoiced in full.

Any student enrolling in EIB – The Victor Hugo School after 1<sup>st</sup> February 2019 will be required to pay 50% of the full tuition fees for the year. No further reduction shall be made in the case of enrolment after this date. Two-thirds of the tuition fees and optional charges must be paid before the student's first day at school with the balance due no later than one month after their arrival.

Payments can be made ONLY to EIB – Administration and Accounting Office, 117 Boulevard Malesherbes, 75008 Paris (tel: +33 (0)1 45 63 62 22, Email: [administration@eibparis.fr](mailto:administration@eibparis.fr))

### **3.3 - Methods of payment**

School fees may be paid:

- by cheque payable to EIB – The Victor Hugo School; or
- by bank transfer; or
- by direct debit.

### **3.4 - Canteen / lunchtime supervision / other charges**

The annual fees for the canteen or lunchtime supervision shall be invoiced no later than November, to be paid in one single payment. Intensive English classes or Mandatory Learning Support classes shall be invoiced according to the student's arrival date, to be paid in one single payment. School transport (bus or shuttle bus) and any extracurricular activities are optional.

### **3.5 - Indemnity for arrears**

Statute No. 92 1442 renders obligatory the application of penalties in case of arrears in payment. Non-payment by 30 June 2019 may incur the charge of a legal indemnity for arrears per student.

In the event of failure to pay by the due date, EIB Paris reserves the right not to accept the student at school nor to deliver any official documents (grade reports, transcripts, school certificates, etc.). Moreover, all recovery costs, of whatever order, will be charged to the parents.

### **3.6 - Early departure of the student**

If the student has to leave the school during the course of the school year, the parents must inform the school one month before the departure date, by registered letter with proof of delivery. **No refund for pro-rated fees shall be made.**

### **3.7 - Civil responsibility**

Families are financially responsible for any damage caused by their children to school premises or equipment.

**PAGE 3: Acknowledgement and Acceptance of the Terms of Payment**

- *For new students, please enclose this page with your application dossier*
- *For returning students, please return this form before **12 March 2018***

CHILD 1 surname: .....	First names: .....
Current class of child 1: .....	
CHILD 2 surname: .....	First names: .....
Current class of child 2: .....	
CHILD 3 surname: .....	First names: .....
Current class of child 3: .....	
CHILD 4 surname: .....	First names: .....
Current class of child 4: .....	

**TERMS OF PAYMENT**

**After acknowledging the school fees and terms of payment of the school, we accept them without reservation.**

Paris: ...../...../2018

Signature of the Parents:

For the School:  
 Jean-Xavier MOREAU  
 General Manager

