



# Financial Regulation

## 2023/2024



Pupil

Last Name : \_\_\_\_\_ First Name: \_\_\_\_\_

Date of 1st Registration : \_\_\_\_\_ Class : \_\_\_\_\_

I want to pay the school fees and school lunch invoice in the following way (only one possible choice):

- ☐ 1x (Annually) Before 29/08/2023
- o a discount of 4 % is applied only to the tuition fees in case of payment in one instalment and if the family brings all the needed registration forms before August 20<sup>th</sup>.
- ☐ 2x (By semester)
- o 50 % payable before 29/08/2023 (For the months of September to January)
  - o 50 % payable before 31/01/2024 (For the months of February to June)
- ☐ 10x (Monthly) – MANDATORY DIRECT DEBIT PAYMENT: The discount of 2% for SEPA is only applied to the tuition fee if SEPA is chosen in the financial regulation at the **beginning of school year**. Please fill out a special SEPA form before the August 20<sup>th</sup>.

Recipient of invoices (only one option possible)

Mandatory to fill in all information. Invoices will be sent in PDF format to the email address on the form.

☐ Physical Person (Parents, Legal Representatives ...)

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

EMŠO number: \_\_\_\_\_ Tax number: \_\_\_\_\_

Signature: \_\_\_\_\_

Date : \_\_\_\_\_

☐ Legal person (Company, Embassy, NGO ...)

Corporate Name: \_\_\_\_\_

Address: \_\_\_\_\_

Name of the responsible person: \_\_\_\_\_

Email of the responsible person: \_\_\_\_\_

Signature and Stamp: \_\_\_\_\_

Date: \_\_\_\_\_



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### 1. Fees for the school year 2023/2024

#### a. Tuition Fees (by school year)

Class	Physical person	Employer
Crèche, TPS*	5.600 €	7.030 €

\* a full-time daycare is included in the price.

The employer rate applies when a legal person pays the tuition fees.

The school fees are payable according to the payment methods, chosen by the student's legal representatives. They make the general running of the school possible so it is extremely important to respect the deadlines.

In case of school trips, an additional participation may be requested from the Parents. Invoices can be issued during the course of the year. School trips and outings are invoiced and paid in advance before the event.

#### Applicable discounts:

- A reduction of 4 % is applied on the tuition fee for the 2nd child of the same family schooled in the School.
- A reduction of 10 % is applied on the tuition fee the 3rd child of the same family schooled with the School, 15 % for the 4th child, 20 % for the 5th child ...
- A reduction of 4 % is applicable on tuition fees if they are paid in 1 (ONE) transaction (cumulative with the reductions related to the number of children) and if the registration forms are sent to the school before August 20<sup>th</sup>.
- A reduction of 2 % is applied on tuition fees if the direct debit payments is implemented (cumulated with the reductions related to the number of children) and only if the form is filled out until August 20<sup>th</sup> the latest.

Note: The discounts only apply on the tuition fee and does not apply on any other fees.

#### b. 1st Registration and Application Fee

Class	1st Registration	Application Fee
Nursery	320 €	65 €



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Registration and application fees are mandatory and payable at the student's administrative registration as of June. They are not refundable in case of withdrawal of the student. The application fee is applied every year and it appears on the first invoice.

### c. Other Mandatory Fees

Class	Care material for children	Insurance*	Morning Snack (5 days)
Crèche, TPS	140 €	38 € (only for TPS)	210 €

\* In the case of an increase in the price for insurance from the company, the school reserves the right to make an intermediate price adjustment.

The insurance cost is mandatory and allows children over the age of 2 on September 1st to be covered concerning civil liability for school and extracurricular activities. Details are available on insurance company's website: [http://www.expatriate-care.com/#/products/pr\\_scolinteleve](http://www.expatriate-care.com/#/products/pr_scolinteleve). These costs are included in the first invoice of the school year.

### d. Other Fees: School lunch 2023/2024 (please tick the chosen option)

Annual Options (tick the chosen option)	Price*
<input type="checkbox"/> Afternoon snack (5 days)	210 €
<input type="checkbox"/> 5 Lunches weekly (Monday-Friday)	576 €
<input type="checkbox"/> 3 Lunches weekly (Monday, Tuesday, Thursday)	345 €

\*In the case of an increase in the price of the meal and/or snack during the year from our supplier, the school reserves the right to make an intermediate price adjustment.

The package is valid for the year, excluding school vacations. Only justified absences (with medical certificate) of more than 5 consecutive school days give the right to a credit note for the amount of the meals not consumed (at a unit rate of 3€20).

Please inform the administration as soon as possible in case of prolonged absence.

### e. Other fees: Holiday Day Care (Nursery, TPS)

Options	Price
5 days package 8h-17h snacks included	135 €



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For holiday daycare, a minimum number of 5 children is required. *For external children, a certificate of civil responsibility insurance is required.*

## 2. Arrival and Departure during school year

### *a. Arrival during the year*

An admission during the school year is possible. In this case the calculation of school fees, day-care, canteen and clubs will be pro rata temporis for the presence of the student (every started month is due). Other mandatory fees (*application fee, first registration fee, pedagogical material and care material in the nursery*) will be payable in full.

### *b. Withdrawal and re-enrolment*

In the case of withdraw from the school demanded by parents during the school year, an application fee for re-enrolment (65 EUR) is charged again.

### *c. Leaving during the year*

In the event of early departure during the year, one month's notice (except in the case of force majeure) is required from the families in order to benefit from a reimbursement of school fees in pro rata temporis of the pupil's attendance. Any month started is considered due. All other costs cannot be reimbursed. The request can be made by mail or email and addressed to the secretariat of the institution.

### *d. No presentation of the student at the beginning of the school year*

In case of withdrawal of the student before the beginning of the school year, a reimbursement of the tuition fee already paid may be made upon a written request (mail or email) of the parents. This request must be sent to the school's secretariat before the start of the school year. All other costs cannot be reimbursed.



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### 3. Payment

#### *a. Payment Choice*

The payment of the invoices is made only by bank transfer to the account of the Parents Association of the School:

Delavska hranilnica d.d. Ljubljana  
Miklšičeva cesta 5  
1000 Ljubljana  
Mednarodna Francoska šola v Ljubljani  
IBAN: SI56 6100 0002 7909 866  
BIC: HDELSI22

No payment in cash will be accepted.

Under ZDDV-1, Article 42, paragraph 8, tuition fees are not subject to VAT.

From the second occasion, that the reference number starting with SI12 is not added to any payment transferred to the school, 10 EUR administrative fee is charged.

#### *b. Late Payment*

In the event of late payment, the school may charge interest in accordance with the ZPOMZO-1 Slovenian Law. The late payment interest shall begin to apply on the day following the payment deadline. The penalty will be calculated via the official application of the Supreme Court of Slovenia available on the internet (<http://izo.sodisce.si/izo-web/spring/izracun?execution=e1s1>).

In case of late payment, EFIL sends three reminders. After the third reminder, EFIL starts the court proceedings to collect the debt with due interest. **If the tuition fee is due after the 3<sup>rd</sup> reminder, EFIL seizes to provide any service and reserves the right to discontinue the child's attendance until all the invoices are paid in full.** This is without prejudice to the case when a prior agreement is reached between the parent and EFIL due to a force majeure situation.

Each year, the parents must re-register the child by means of a new contract. All invoices from the previous year must be paid in order to be eligible for re-enrolment.

Holiday day-care, school trips and outings are invoiced and paid in advance before the event. If an extracurricular service (e.g.: day care, extracurricular activities, discovery class etc.) is not paid by the parents on time the child cannot attend it.



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Both parents are required to sign this form unless there is a single legal representative each year, the parents must re-register the child by means of a new contract. All invoices from the previous year must be paid in order to be eligible for re-enrolment.

PARENT or LEGAL REPRESENTATIVE 1	PARENT or LEGAL REPRESENTATIVE 2
Last Name, First Name	Last Name, First Name
Signature	Signature
Place, Date	Place, Date