



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**
- 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 20th.**
- ☐ **2x (By semester)**
- 50 % payable before 29/08/2023 (For the months of September to January)
 - 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 that needs to be filled out before August 20th.

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 : _____

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
Maternelle à partir de PS	5.600 €	7.030 €
Primary	6.060 €	7.730 €
Middle School 6ème	6.900 €	7.885 €
Middle School 5ème-3ème*	7.800 €	8.920 €
High School*	8.000 €	9.024 €

*CNED included in the price: 1000 € for the Middle School and 1050 € for the High School.

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 20th.
- 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 before August 20th the latest.

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



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b. 1st Registration and Application Fee

Class	1st Registration	Application Fee
Kindergarten, Primary School, Middle School, High School	320 €	65 €

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 first registration fee and application fee are invoiced right after the child is registered to our school in order to reserve a spot. For children that were already registered, the application fee is invoiced every year on the first invoice.

c. Other Mandatory Fees

	Teaching material	Insurance*	Morning snack
Kindergarten	140 €	38 €	210 €
Primary	140 €	38 €	
Middle School, High School	140 €	38 €	

* 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. 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"/> Afternoon snack (5 days)	210 €



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<input type="checkbox"/> 5 Lunches weekly (Monday-Friday)	576 € (kindergarten) 720 € (other levels)
<input type="checkbox"/> 3 Lunches weekly (Monday, Tuesday, Thursday)	345 € (kindergarten) 432 € (other levels)

*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 in the kindergarten and 4€ on the other levels**).

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

e. Other fees: Daycare

Homework help (4h weekly) is included in the daycare for pupils from CP onwards.

Options	Price
Full Time package	700 €
Part Time package (Maximum 5 hours of childcare per week)	360 €
Fine for picking up child after 17h00 (for every 10 min)	3,5 €

f. Other fees: Holiday Day Care

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

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



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g. Other fees: Clubs

Semester Fee	Price/Club
Club (for the 1 st and 2 nd club)	100 €*
Club (for 3+ clubs)	70 €*

Clubs only start if **minimum 5 children are enrolled**. For external children, a certificate of civil responsibility insurance is required.

*A 10% discount is offered for children registered to the full-time daycare package.

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 (teaching material, application fee, first registration, insurance fee) 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 3rd 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 EFL due to a force majeure situation.

Before the enrolment of a student for the new school year, all financial obligations of his/her family for the past academic year must be fully paid to the school.

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, Study, 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.

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