

## General conditions & Tariff regulations

2021/2022

### 1 New Admission

1.1 A registration form duly completed and signed by both parents of the student, or the holder of parental authority if applicable, must be submitted to the school administration.

1.2 By signing the registration form, the parents or the holder of parental authority and unreservedly approve the conditions of admission, the regulations in force, the present document General Conditions and Tariff Regulations as well as any annexes.

The following documents must imperatively be attached to any application for admission:

- a recent passport-sized photograph
- a copy of the extract of the judgment of sole parental authority, if applicable
- a copy of the report cards (previous and current year)

1.3 After study of the file by the Direction de l'École Moderne, parents are informed of the acceptance or refusal of their child's admission.

1.4 If the application is accepted, a summary of the tuition fees will be sent to you and a registration fee of CHF 800 will be charged. The registration is only definitive after receipt of this sum and the duly completed summary of tuition fees. If the registration is cancelled or if the student does not show up on the first day of school, the registration fee will not be refunded.

1.5 If a cancellation occurs after June 15 but before the 1st day of the school year, a fee equivalent to 20% of the annual school fees is required, from which the registration fee of CHF 800 is not deducted. All cancellations must be addressed in writing to the Management.

### 2 Re-registration

2.1 Re-enrolment is done for each school year. The re-enrolment form as well as the summary of tuition fees must be duly completed and signed by the holder(s) of parental authority no later than February 1, 2021.

2.2 The re-registration fee amounts to CHF 400. The re-registration will only be definitive after receipt of the tuition fee summary and the amount, at the latest by 28 February 2021. Failure to re-register within this deadline will result in the student no longer being given priority over new registrations.

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2.3 In case of cancellation of the re-registration after February 28, 2021, the re-registration fee will not be refunded. If the cancellation occurs after June 15, but before the 1st day of the school year, an amount equivalent to 20% of the annual tuition is required, from which the re-enrolment fee is not deducted. All cancellations must be addressed in writing to the Management.

2.4 The École Moderne reserves the right to refuse re-enrolment. The parents or, if applicable, the holder of parental authority, will be notified by the École Moderne within 30 days following receipt of the re-enrolment form. The re-registration fee already paid will then be refunded.

## 3 Yearly registration

3.1 The student is enrolled for the entire school year (August 16, 2021 to July 2, 2022).

3.2 By signing the tuition fee summary of the application for admission or re-enrolment, the parents, or, where applicable, the holder of parental authority, undertake to pay the tuition for the entire school year.

3.3 In case of cancellation of registration or re-registration from the first day of the school year, the annual school fees are due.

3.4 In case of prolonged absence, no reduction in tuition will be granted.

3.5 In the event of early departure due to transfer or dismissal during the school year, the schooling for the interrupted year is due in full.

## 4 Registration during the year

4.1 Students arriving during the year must, in addition to the registration fee, pay for the current term(s) and the remaining term(s) of the current school year.

4.2 If the student does not show up on the confirmed entry date, the tuition is due for the remaining term(s) of the school year.

## 5 Quarters

The school year is divided, from an accounting point of view, into 4 terms:

- 1st term: Back to school day / end of fall vacations

- 2nd trimester: Autumn back-to-school day / end of January

- 3rd quarter: Beginning of February / end of Easter vacations

- 4th trimester: Beginning of the Easter vacations / end of the school year

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## 6 Calendar and schedule

6.1 The school calendar for the year 2021/2022 specifying vacation periods and days off is published on the official website [www.ecole-moderne.ch](http://www.ecole-moderne.ch). The 2021/2022 calendar is available from the end of December 2020.

6.2 Students are expected to adhere to the published schedule and timetables. Individual schedules may change during the year.

## 7 Schooling

7.1 Annual tuition fees are payable in advance by :

- Quarter (end of July, end of November and end of February)
- Semester (end of July and end of November)
- Year (end of July)

Monthly payment can be arranged with management (processing fee extra).

7.2 The schooling covers four and a half days of instruction,

### Traditional path

Monday, Tuesday, Thursday and Friday From 8:20 am to 2:15 pm

Wednesday from 8:20 am to 11:45 am

### Bilingual path

Monday, Tuesday, Thursday and Friday From 8:20 am to 4:05 pm

Wednesday from 8:20 am to 11:45 am

7.3 The following scale of reduction is applicable to parents or the holder of parental authority who do not benefit from an employer's contribution for the schooling of their child(ren):

- a 10% discount on the tuition fees for the 2<sup>nd</sup> child of the same family attending or having attended school
- a 50% discount on the registration fee for the 2<sup>nd</sup> child of the same family simultaneously attending the Modern School

7.4 The following expenses are not included in the rates :

I Registration fee: CHF 800.

II Books, school supplies and digital resources for CHF 900.

III Language courses that are not part of the official programs

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IV Private lessons or individual coaching

V Some optional field trips and field trips

VI Some optional sports outings

VII Registration fees for language exams (Trinity, YLE, IELTS, DELF PRIM, etc.), other specific assessments (e.g., career counselling, entrance exams for other schools) and related fees (supervision and sending of copies). Some examinations and evaluations may be made mandatory by the school and will be charged automatically.

VIII Fees related to the individual arrangements made for taking the exams.

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## Schooling (CHF) Annual fees

Traditional Path		Bilingual Path	
Registration fees	CHF 800 (new student) CHF 400 (re-registered)	Registration fees	CHF 800 (new student) CHF 400 (re-registered)
School	CHF 12'000.	School	CHF 19'000. (3 periods of supervised homework/week included)
Books, supplies and computer resources	CHF 900.	Books, supplies and computer resources	CHF 900.

Optional fees		Optional fees	
Supervised duties Duration 1h30	CHF 700 (1x/week) CHF 1400 (2x/week) CHF 2100 (3X/week) CHF 2800 (4x/week)	Supervised duties	3X - 45min/week included in the schedule.  Additional sessions can be organized upon request.
Academic options*	CHF 2000.	Academic options*	CHF 2000.
Meals	CHF 14.00/meal	Meals	CHF 14.00/meal
Support courses	CHF 75/ 45min Separate invoice if applicable	Support courses	CHF 75/ 45min Separate invoice if applicable
Exam preparation	Separate invoice if applicable	Exam preparation	Separate invoice if applicable

\* Option only for students in 11th grade, compulsory for the high school track

L'École Moderne reserves the right to :

- Refrain from organizing courses due to insufficient numbers of students.

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- Consolidate classes due to withdrawals and modify class hours
- Terminate employment for frequent absences - indiscipline - neglected work

In the event of force majeure preventing regular teaching on the School's premises, in particular due to a pandemic or any other public calamity, the École Moderne undertakes to make its best efforts, according to the circumstances and within the limits provided by law, to pursue distance learning by combining videoconferencing, online work and home exercises as much as possible. This teaching does not necessarily correspond to the time that each student would have spent on the premises of the Modern School outside of a situation of force majeure. The parents acknowledge that as long as the Modern School carries out its services in case of force majeure by this distance learning, the contract is validly executed and, consequently, the tuition remains entirely due.

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## 8 Catering and lunch supervision

8.1 The student may be registered as a :

- external

(leaves the school at the end of morning classes and returns for the first afternoon class)

- half boarder

(hot meal provided by the school: 1, 2, 3 or 4 days)

- picnic area

(meal brought by the student: 1, 2, 3 or 4 days)

N.B.: Parents must inform the school of any food allergies by means of the medical questionnaire at the time of registration or re-registration, or directly to the secretariat in case of a change during the year.

8.2 The chosen plan is applicable for the entire school year and invoicing takes place at the beginning of each term. Any change in the plan for the following term must be announced in writing to the Management, one month before the end of the current term. Failing this, meal expenses remain due for the following term.

8.4 No reduction will be made for a student's absence, except in the case of an absence of at least one month.

8.5 Prices are in Swiss francs, including all taxes, in addition to the tuition fees.

## 9 Supervised homework from 2:35 to 4:05 pm (Traditional route only)

9.1 A specific registration must be made for each school year. Failure to do so will result in the child being considered as non-enrolled.

9.2 Registration is made for the entire school year.

9.3 No refund will be granted in case of absence or change during the current quarter.

9.4 Any changes for the following quarter must be sent in writing to Management one month before the end of the current quarter.

## 10 Support courses and academic coaching (upon request)

L'École Moderne offers customized academic support or coaching. An efficient and personalized help, directed by the teachers, which ensures the continuity of the lessons and monitors the child's progress.

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## 11 Other activities

The conditions concerning other activities within the Modern School (e.g. extra-curricular activities, excursions and camps during the vacations, etc.) are mentioned in the publications relating to these activities.

## 12 Payment of invoices

12.1 All invoices are payable within 30 days of their date of issue or in accordance with the payment arrangement granted by the Direction of the Modern School.

12.2 In the event of failure to respect the above-mentioned deadline, the Modern School reserves the right to refuse the student entry into class, the passage of the end-of-year exams and not to give him/her the school documents.

12.3 Reminder fee: the 2nd reminder will be charged CHF 100.

## 13 Student Rights and Obligations

13.1 A student admitted to the Modern School has his place reserved as long as he complies with the school rules and the prescribed fees are paid.

13.2 The student will participate as of right in all school and extra-curricular activities organized within the framework of his class as long as his general behaviour does not run counter to the activity in question.

13.3 The student will be expected to observe the school rules and all school regulations. Among other things, he will follow the dress code in effect.

13.4 The Branch has the right at any time to expel a student for unsatisfactory conduct, dress or work.

## 14 Insurance

14.1 The École Moderne has taken out additional accident insurance, the premium for which is included in the school fees.

14.2 Liability insurance must be purchased by the parents or the holder of parental authority.

## 15 Confidentiality

Confidentiality and data protection are of paramount importance to the École Moderne.

The general privacy and data protection policy of the École Moderne de Neuchâtel is in line with the Federal Data Protection Act (LPD) and the European Union Data Protection Regulation (DPR) in force since May 25, 2018, whose cardinal principles it applies. In particular, it describes how data is processed and the rights of the users concerned.



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## 17 Final provisions

These rates and conditions are applicable for the school year indicated on the first page. L'École Moderne reserves the right to modify them at any time for new registrations and re-registrations, knowing that once the registration is confirmed the rates remain unchanged for the student(s) registered until the following school year.

The general regulations in force relating to education, general services, and safety are an integral part of the general conditions. It is available on the school's website and is updated at any time during the school year.

Any dispute relating to the said conditions or to the student's schooling at L'École Moderne de Neuchâtel is exclusively subject to Swiss law and to the jurisdiction of the ordinary courts of Neuchâtel, subject to possible recourse to the Federal Court.

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École Moderne de Neuchâtel - General conditions - 2021/2022