



FINANCIAL RULES

1. Common provisions

The financial rules apply automatically when a child is enrolled in the French school Jules Verne School).

Any modification of the financial rules will be announced by email to all families and will be applicable 30 days later.

The school does not accept and does not make any cash payment. All financial flows are made by bank transfer.

The school shall submit invoices and any reminders by e-mail or paper. The school considers that the information indicated by the families at the time of registration are up to date at all times. It is up to families to ensure that all the details are correct and that any change is sent to the school.

2. Billing conditions

Tuition fees (annual amount for one school year) are set each year by the General Assembly on the proposal of the Management Committee. They are charged over 12 months from August to July for 3 to 7 years old (Kindergarten to 1st grade) and over 11 months from August to June for 8 to 11 years old (2nd to 5th grade).

For 3 to 7 years, if a pupil is leaving school in May, the School will charge for June and July.

The monthly invoice is sent at least 10 days prior to maturity, which is the last day of the month. Payment is to be made on the Nordea account (IBAN: FI46 1247 3000 1025 87 - SWIFT: NDEAFIHH). **The reference number of the invoice is to mention at payment.**

In case of payment difficulties, the families should contact the secretary to possibly establish a contractual new timeline for payment.

In case of non-payment at maturity and no information received from the family, a reminder by mail or email will be sent with a 15-day payment deadline. This reminder will be charged 8 euros.

In case of non-payment after the first reminder, the school uses a collection agency.

3. Schooling allowances

Tuition specified in these financial rules are listed gross without deduction.

Parents of children under 7 years entitled to Finnish KELA services can apply for a private day care allowance (yksityinen hoitotuki) to help pay tuition. The monthly amount is paid directly to the school by KELA and is deducted from the monthly bills sent to families. If the establishment of the allowance occurs during the school year, payment of tuition fees will be adjusted for the time already elapsed (refund).

For 6 years old pupils, Helsinki City early childhood education department allows 470€/month from August until May. In addition parents receive a minimum of 64 €/month from Kela and in June and July the full amount of the Kela grant.

For 5 years old pupils (August 2021), Helsinki City early childhood education department allows 160€/month from August until May. In addition parents receive the full amount of the Kela grant.

The French pupils are eligible, under certain conditions, for an allocation from the French state (scholarships). The local scholarship committee, part of the French Embassy in Helsinki, handles applications. The decision to award these grants is the responsibility of the national scholarship committee in Paris.

For pupils applying for this scholarship (the file is to be downloaded from the website of the French Embassy): tuition is due at 100% until the notification of the decision of the national scholarship committee. These fees will not be subject to recovery before the final decision. After notification, payment of tuition fees is adjusted for the time already elapsed (additional payment or refund).

4. Specific financial rules

In the event of a significant delay in payment of fees or other (over 3 months), the Management Committee reserves the right to exclude a pupil of school, during or at the end of the school year.

Parents who registered or re-registered their child but cannot come at the start of the school year, and parents wishing to withdraw their children during the school year must do so by notifying the school by letter or e-mail, with a one-month notice, except in May when 2 months notice will be required. The notice starts on the 1st of the next month following the notification of leave. The postmark or date of receipt of the email shall prevail for the start of the notice period. Fees are due for the notice period for pupils in kindergarten and primary school.

For elementary and kindergarten pupils, tuitions fees are due for the entire school year for families living in the Greater Helsinki area, who have enrolled their child(ren) in the spring. Families who just moved in the area during the school year pay the tuition fees from the month they enter school. The month is due entirely regardless of the date of entry during that month.

In case of prolonged absence (kindergarten only), the family can unsubscribe the child with one month's notice (mail or email). Reinstatement is subject to availability in kindergarten.

In case of a billing error, the school may make an adjustment over the following periods.

5. Annual tuition for the 2020-2021 school year

	Monthly tuition fees (August-July)
Kindergarten	
Less than 3 years old	€ 1.158
From 3 years (PS-GS)	€ 738 € 8.856 / year
Primary	Monthly tuition fees (August-July)
CP	€ 738 € 8.856 / year
CE1-CM2	Monthly tuition fees (August-June)
	€ 364 € 4.004/ year

6. After-School care (Garderie)

School care is available for children in kindergarten and primary school during school hours and school holidays excluding July and the period of Christmas.

Hours of school care are:

Monday through Friday from 8 to 8:30 am and 3:30 p.m. to 5:00 p.m.

Price for day care in the morning: €2,75 / morning

Price for day care in the afternoon: € 5,50 / hour

Each hour begun is invoiced in full.

Registration for occasional school care is possible but depends on the number of vacancies. Throughout the year, parents are required to get their child(ren) on time at the end of the school care. **In case of delay after 5:30pm, penalties will be applied and charged: €50 per 15 minutes overtime per child.**

School care without prior registration or due to parents' late arrival at school end (after 3:30pm) is charged €15 per started hour.

When a registration is made, after school care is charged, whether the child is present or not. **Exceptionnally**, a care service from 7:30 am can be organized if asked by the parents two weeks in advance.

This service is invoiced 13,00 euros/ family for the time between 7:30 am and 8:30 am.

In order to better organize the working team, a specific registration is required for families who wish to use the holiday camp during the school holidays.

All staff members benefit from free day care for their children (excluding specific activities in the form of clubs).

7. Extra-curricular activities (clubs)

The school offers each year extra-curricular activities taking place at the end of the class.

A club can only be opened if at least 7 children are enrolled.

The clubs last 1 hour and are charged at **€ 6.90 per session** unless specific needs.

Registration is valid for a period (between two holidays) and can be renewed by tacit agreement or not, for the following period.

Billing is cancelled **only** in the absence of the person in charge of the activity.

8. Other fees for the 2020-2021 school year

Initial registration fee: €400 per child. The payment of this fee must be done before May 15 to finalize registration. In case the pupil does not show up the first day of school, the initial registration fee will not be refunded. The initial registration fee is required for a pupil when it passed a full school year between his departure and his reinstatement in the school. If the child is not accepted to the school because of lack of space, the registration fee will be refunded. The initial registration fee is the same whether the pupil is enrolled at the beginning or during the school year.

Canteen (kindergarten and elementary): the canteen meal is not mandatory. As from August 2020, the fee is **€ 6, 90 per day**. It includes lunch fee and staff remuneration.

The canteen is run by a private company, prices are subject to possible changes. Meals are not charged if families warn of absence at least one week in advance.

School field trips are charged to families before the trip, depending on the actual cost. In case of withdrawal from a field trip, reimbursement is subject to the repayment terms of the companies used to organize the trip.

Occasionally, a contribution may be requested to families for school day trips.

There is a mutual fund within the school that may occasionally help families to finance school trips or outings.

In elementary school, pupils are required to give the **schoolbooks** back at the end of the school year. The missing books will be re-ordered to suppliers before the summer holidays and are billed to families, even if the books are returned after summer holidays. Damaged books will be charged to families. The school organizes common purchasing of **school supplies**. This system applies to all: a participation of €66 per year (2021-2022) is requested for kindergarten and primary school families.