

## TERMS AND CONDITIONS

2023-2024

### Conditions of admission

The parents fill in an admission form or directly the contract. The decision of enrolment is made by the Direction. The 250.-CHF tuition fee must be paid for each new child upon reception of the invoice issued once the contract has been signed. The child's admission is confirmed when the enrolment fee has been registered by l'écoline. The fee covers the administrative costs of the admission. Therefore, it cannot, in any event, be reimbursed and isn't deductible of future bills.

Holiday camps have their own specific terms and conditions (see appendix).

### Payment conditions

School fees (excluding holidays), per month over 10 months: contracts, unless otherwise stated, do not cover school holidays defined by the Canton de Vaud.

l'écoline, a B Corp certified not for profit enterprise, can offer some special reductions (from 5 to 70%) to families who make such a special request including proofs of incomes and of motivation, according to our financial possibilities.

School fees include the support and mentoring of the children, main supplies and equipment used by the children and all the costs for the children's activities including the discovery trips.

No discount will be given for sickness or vacation as the spot is reserved in all cases. In case of pandemic situation that would request l'écoline to close required by the competent authorities, l'écoline will seek alternative solutions without any guaranty nor obligation of positive result and without any compensation being due.

SCHOOL / PRESCHOOL RATES (from august 2023)							
	Schedule		Monthly fee according to the number of days/week				
	From	To	1 day	2 days	3 days	4 days	5 days
Morning	8h30-9h	13h45-14h	380	760	1'140	1'520	1'900
Mini day	8h30-9h	15h45-16h	475	950	1'425	1'900	2'375
Full day	8h30-9h	15h45-18h15*	570	1'140	1'710	2'280	2'850
<i>Option Early start</i>	<i>7h30-8h30</i>		<i>57</i>	<i>114</i>	<i>171</i>	<i>171 (1 day offered)</i>	<i>171 (2 days offered)</i>
Registration fee: 250.- (once)							
Minimum attendance of 3 days for Preschool (18 months to 4 years)							
Minimum attendance for S1: Monday, Tuesday, Thursday and Friday until 2pm + 1 day of your choice until 4pm							
Minimum attendance for S2: Monday, Tuesday, Thursday and Friday until 4pm							
10% discount for siblings							
Enrollment priorities defined by l'écoline							
* Parents are asked to pick up their child at 6.15pm at the latest, as the school closes at 6.30pm.							

PARASCOLAIRE RATES (from august 2021)			
	From	To	Monthly Fee
Meals (1P-6P)	11h55	13h45	120.-/day/month
After meals (1P-2P)	13h45	15h15	75.-/ day/month
Afternoons (1P-6P)	15h15	Between 16h and 18h15*	155.-/ day/month
Full Wednesday	Between 8h30 and 9h	Between 16h and 18h15*	470.-/month
Registration fee : 125.- (once)			
<i>Minimum schedule of 2 days (example: 2 meals)</i>			
<i>10% reduction for siblings</i>			
<i>L'écoline defines its own priority rules</i>			
* Parents are asked to pick up their child at 6.15pm at the latest, as the school closes at 6.30pm.			

Extra care:

According to availabilities, extra care is possible upon prior request (the earlier the better). The fees are upon request.

Coworking space: l'écoline's Village

<b>COWORKING RATES</b>			
	<b>Subscription</b>	<b>Offer</b>	<b>Price</b>
Villager	5 days / week	Personal desk	250./month
Flex	3 days / week	Flex desk access	150./month
« A la carte »		Flex desk access according to availabilites (to book in advance)	30.-/day
<i>Included: tea and coffee Wifi Only for parents whose children are signed in at l'écoline</i>			

## Payment terms

### Deadline for payments

The schooling fee is to be paid before the beginning of each month, if not the child's access can be re-fused. It can also be paid by semester, trimester or annually, always ahead of time.

Accounting trimesters at l'écoline

- 1st accounting trimester (4 months): from 1 September to 31 December
- 2nd accounting trimester (3 months): from 1 January to 31 March
- 3rd accounting trimester (3 months): from 1 April to 30 June

## Time limit for withdrawal

**Withdrawal before the beginning of term** Notification of withdrawal must be notified by 10 July at the latest, as evidenced by the postmark.. Past this date and up to the first day of the school year, the equivalent of 50% of the schooling fee for the first accounting trimester (from 1st September to 31st of December) will be charged.

### Withdrawal during the academic year

The departure of l'écoline during the academic year must be notified to the Direction by registered post (the date of the postmark being proof):

- postmarked by 31st October for a departure at the end of the 1st accounting trimester (31st December)
- postmarked by 31st January for a departure at the end of the second accounting trimester (31<sup>st</sup> March)
- After the abovementioned deadlines, the trimester which has started and the following trimester are payable in full.

### Contract modifications during the school year

Chemin de la Venoge 7, 1025 Saint-Sulpice ▪ +41 (0)78 845 64 86 ▪ [contact@lecoline.ch](mailto:contact@lecoline.ch) ▪ [www.lecoline.ch](http://www.lecoline.ch)

Changes to the contract must be made within the same timeframe as for a cancellation. The Direction will do its utmost to shorten these deadlines to the best of its ability.

## Calendar and holidays

L'écoline has the same calendar as the public school of the Canton of Vaud, which you can find here:

<https://www.vd.ch/themes/formation/jours-feries-et-vacances-scolaires/>

## Administrative conditions and place of jurisdiction

The signature of the enrolment form implies the acceptance of the present financial and general conditions. The present financial and general conditions are valid from the beginning of the academic year 2023-2024.

Any legal dispute, controversy or claim relating to the present financial and general conditions and to the related contracts is governed solely by Swiss law, irrespective of the place of residence of the parents or the holders of parental authority. The place of jurisdiction is Lausanne.

# ANNEX: TERMS AND CONDITIONS FOR HOLIDAY CLUBS

## Admission conditions

Parents contact l'écoline's Management by email to sign in for their children according to the availabilities. Registration is finalised once the form has been completed and payment made.

## Prices

HOLIDAY CLUBS	HOURS	PRICE
Package full week « Full day »	Monday to Friday 7h30 – 18h30	500.-CHF/week
Package full week « Small day»	Monday to Friday 9h00 – 16h30	425.-CHF/week
Package full week « half day with meal »	Monday to Friday 7h30 – 14h00	350.-CHF/ week
Package « à la carte » Full day	Choice of number of days 7h30 – 18h30	125.-CHF/ day
Package full week « à la carte » Small day	Choice of number of days 9h00 – 16h30	100.-CHF/ day
Package à la carte « half day with meal »	Choice of number of days 7h30 – 14h00	85.-CHF/day

No discount will be given for sickness or vacation as the space is reserved in all cases.

## Payment

By bank transfer to:

L'écoline SA  
7 chemin de la Venoge 1025 St-Sulpice  
IBAN: CH90 0076 7000 H528 9945 2

## Withdrawal

There's no reimbursement in case of non attendance, except in case of force majeure (decided by l'écoline's Management).