

## General Terms and Conditions 2023-2024

### LanguageOne Geneva

The General Terms and Conditions are the formal agreement between LanguageOne Geneva (the school) and the parents.

By signing the registration form, in which you register your child for the Dutch Language and Culture program, you confirm that you have read, understood and agreed with the General Terms and Conditions.

#### New registration

The registration of a new student for the school will be accepted, as soon as the school is in possession of a signed registration form and a copy of the student's passport.

For new students a one-time, non-refundable registration fee of CHF 250 will be charged.

#### Continued enrollment

Students who wish to continue the mother tongue program with LanguageOne Geneva in the academic year 2023-2024, must be re-enrolled.

Continuation of enrollment is not possible if invoices from the previous academic year have not been paid.

#### Tuition fees 2023-2024

The tuition fees are intended to provide sound, long-term funding for education, enabling the school to guarantee the continuity and quality development of the education.

The following table shows the tuition fees for academic year 2023-2024. The fees include the use of all necessary educational resources like books, costs for Cito tests and cultural activities.

NTC peuters (toddlers)	CHF	1.800
NTC PO 1-8 (primary education)	CHF	1.800
NTC VO 1-4 (secondary education)	CHF	1.900
Kleinschalig NTC VO 5-6 IB SL (secondary education)	CHF	3.500
Kleinschalig NTC VO 5-6 IB HL (secondary education)	CHF	4.400

For families with three or more children a 20% discount applies to the tuition fee of group education for the third and each subsequent child enrolled.

#### Registration during the academic year

Registration during the academic year is possible. Depending on the moment of registration, a part of the tuition fee will be charged.

Date of registration	Tuition fee to be paid
Before 1 November	100%
Between 1 November and 1 January	80%
Between 1 January and 1 March	60%
After 1 March	40%

## Payments

Access to Language One's education is possible after payment. The full invoice amount should be paid within 30 days from invoice date. Our bank details and IBAN number are stated on the invoice. For payment, please indicate your debtor number.

All costs related to the payment, including exchange and bank costs, are to be paid by the parents.

If the aforementioned payment term is exceeded, a reminder will be sent to the parents. No costs are charged for this first reminder.

When the payment term of this reminder expires, the parents are in default of payment. A second reminder is sent to the parents for which LanguageOne charges collection costs of CHF 55.

If parents have not paid after the expiration date of this second reminder, LanguageOne will no longer allow the student(s) to attend classes.

## Payment in installments

LanguageOne offers the possibility to pay in three installments. Parents wishing to make use of this option will be charged an administration fee of 8% of the total invoice amount. For students starting after 1 November this possibility will not be offered anymore.

<b>Term</b>	<b>Payment before</b>	<b>% of tuition fee</b>
Term 1	30 days from invoice date	40%
Term 2	30 November	30%
Term 3	31st January	30%

## De-enrollment

A de-enrollment must be announced in writing to the local director. If applicable, only then a part of the tuition fee will be reimbursed.

<b>Date de-enrollment</b>	<b>Reimbursed tuition fee</b>
Before 1 November	60%
Before 1 January	40%
Before 1 March	20%
After 1 March	0%

## Cancellation of classes

In case of cancellation of classes due to unforeseen circumstances, the school will not refund or grant a discount on tuition fee. If possible, the school will offer the option to make up for this missed lesson.

## Examination costs

Students who participate in examinations will be charged with examination costs. Parents will receive a separate invoice for this. If the examination costs have not been paid, the school will not be able to issue certificates and/or diplomas.

## Books

Books are loaned to the students. Books that get lost or damaged must be reimbursed to the school based on the book's new price.

### **Publication of photos and other visual material**

The school may occasionally publish photos and other visual material of school activities on its website and Facebook page and/or use this material for other school publications. On the registration form you can indicate whether or not to grant permission for your child to appear in these publications.

### **Liability**

In case of damage caused by a student, the parents of the student concerned are liable. The school is not responsible.

### **Additional information and correspondence**

For more information about LanguageOne we refer you to our website:

[www.languageone.org](http://www.languageone.org)

Any correspondence on school matters can be sent to: [Geneva@languageone.org](mailto:Geneva@languageone.org).