



International
School
Olomouc

School Fees – Terms & Conditions with Fees Registration Form

Pravidla a podmínky upravující výši a úhrady školného a jiných poplatků s registračním formulářem školného






UNIVERSITY of CAMBRIDGE
International Examinations

Cambridge International School



School Fees – Terms & Conditions

(Pravidla a podmínky upravující výši a úhrady školného a jiných poplatků)

School: <i>Česko Britská Mezinárodní škola a Mateřská škola s.r.o., Rooseveltova 101, 779 00 Olomouc</i>	
Policy Leader: Petr Pospíšil, M.A. (Dunelm)	Date & Signature: 
Checked by: Markéta Musiolová, BA EY (Open)	Date & Signature: 
Authorised by: Board of Directors	Date & Signature: 
Scope: This policy applies to the Whole school community.	
Effective from: September 2018	Effective to: August 2019

School fees: (Issued May 2015)

Date Due for review: January 2019.

Reviewed every year.

Distribution list:

1. Board of Directors
2. Head of Primary / Preschool
3. Teaching staff
4. Parents

School Fees

Fees cover the normal British international curriculum together with most books and stationery. Other items incurred by the School or the pupil may be charged as Extras. These may also include but are not limited to school trips, residential trips and extra-curricular activities. The pupil is, for these purposes, agent of the parents. Loss of school books or equipment or damage done by a pupil, other than fair wear and tear, may be separately invoiced and must be paid as an extra.

Fees include:

All course tuition
Pastoral and academic advice and support from school staff
Standard special needs and learning support from a qualified professional
ESL inclusion programme
All Cambridge public examination
Personal accident insurance

Extras include but are not limited to:

Additional trips and activities outside the planned extra-curricular programme, or entrance fees to tourist attractions unless specified
Specialist or individual lessons
Instruction in mother tongue (except Czech as the first language) ¹
School lunches and meal programmes
Residential trips

Czech first language classes and other mother tongue classes and Czech for foreigners

For learners who are Czech nationals completing compulsory schooling we offer a free of charge Czech programme. This usually runs from 3 to 4 hours per week and the content is governed by the Czech national curriculum for teaching Czech language, history and geography. Expenses for this programme are funded via local Czech school where each Czech child completing compulsory education according to section 38 Act. No. 561/2004 Col is also registered.

For children who are foreign nationals the instruction in Czech for foreigners is provided for extra charge. Price per term is set per class and shared equally among all participants. The class usually meets 3 to 4 times per week for one hour and costs 23 000 CZK per term.

For children who are foreign nationals we also aim to provide where possible individual lessons in mother tongue. Price per term is set per class and shared equally among all participants. The class usually meets 3 to 4 times per week for one hour and costs 23 000 CZK per term.

¹ Instruction in mother tongue is charged per class. Price is then shared equally among individual participant attending the class. Individual instruction class costs 23 000 CZK per term.

Development fee

Our school is a high quality academic venture. Every year we spend and invest considerable amount of finances on securing and developing world class cutting edge educational resources, pay for licences and participate in programmes helping to maintain international standards.

These added value tools and programmes include:

- *Cambridge International School* status with licences to provide *Cambridge Primary* and *Cambridge Secondary 1* programmes
- Cambridge International Examinations assessment tools and interactive assessment tools provided by CEM (PIPS, InCAS, MidYis)
- Licence for the *International Primary Curriculum a AfL Database*
- Licences and use of the 3P Learning Products: mathematics & reading eggs
- COBIS accredited school following three year cycle of BSO (British School Overseas) inspections, BSO accreditation issued by the Department for Education, UK

Such expenses and investments into constantly improving provision of a British international school are at high costs. In order to maintain such high quality provision and to keep developing the programme we charge a *development fee* on a termly basis. Similarly to the school fee the development fee can be paid by either an employer or privately. There is a tax deductible payment option for the development fee. Please, consult the school office for more information.

Payment of school fees, extras and development fees

Each invoice is due for payment according to the date stated in the invoice. All fees must be paid by that day unless an instalment arrangement has been agreed in writing.

Payment should be made by direct debit unless express written agreement to pay by cash given by the School. Payment by cash should only be in exceptional circumstances as the School's insurance does not provide cover for large amounts of cash to be held on the premises.

In exceptional circumstances *Special Payment Plans* may be granted. Based on demonstrated need, a *Special Payment Plan* may be granted upon written request to the School's Office (i.e. monthly or yearly payments). The Directors must approve and sign all Special Payment Plans.

Delay in payments, fines and interest

Unless you have applied for and been granted in writing a Special Payment Plan all outstanding payments after **30 days following the due date stated in the invoice will be subject to a fine in the amount of 500 CZK and will be surcharged each calendar day at the rate of 0.02% of the amount owed**. For invoices issued after the start of classes, payments not received within 30 calendar days after the due date will be surcharged at the same rate. These conditions also apply to other payments such as school meals, after school club and other extras. If there is an unpaid balance, you will receive statements reflecting the current balance owed.

For returning students, a *spring deposit* (8 000 CZK) must be paid following the deposit invoice to assure a place in the next year's class. This deposit may be refunded 50% if the student does not start class next academic year. The deposit will be deducted fully from the next year's school fees invoice. For new students, an initial *administration fee* (3 000 CZK) is also due.

Discounts & refunds

- 50% discount for the 3rd child for all fees including the development fee
- refunds are pro-rata on termly basis

Fees will not be refunded or waived for absence through sickness; or if a term is shortened or a vacation extended; or if a pupil is released home after public examinations or otherwise before the normal end of term; or for any other cause except in the sole discretion of the Head of School.

Responsibility for payment

Fees are the responsibility of each person who has signed the Fees Registration Form or who has parental responsibility for the pupil."

Payment of fees by a third party

An agreement with a third party to pay the fees or any other sum due to the School does not release parents from any liability under this policy unless an express release has been given in writing signed by the School's director. The School reserves the right to refuse a payment from a third party.

Departure

Parents should give two months' notice in writing of their child's departure from school to the respective Head of School. The school issues termly invoices. If the end of the notice period falls after the start of the next term then the fees for the whole next term would apply. If a family is not returning back in the new academic year parents must notify the Head in writing about such situation as well. For more information see the admission policy.

Financial assistance

Private school fees together and small public grants fund the school. We realise that for many families, finding the money to pay for private education will mean making some sacrifices. We work hard to make the school excellent value for money and our philosophy is firmly rooted in our philanthropic aims. Our school is not a commercial venture but a purely academic one.

The goal of International School Olomouc is to enable the school to enrol students who might not otherwise have access to a high quality international education because of limited financial resources.

Awards

Every award of a Scholarship or Bursary is subject to high standards of behaviour, attendance and work. The terms of the award and in particular the terms upon which benefits may become repayable are set out in the offer letter (where applicable) to parents. It is the responsibility of directors to award any form of financial assistance. Consultation with a respective class teacher must be sought before making such decision.

Scholarships:

The school offers scholarships to recognize outstanding achievements and to attract bright and talented pupils. Our mission is to provide good quality education and it is the school policy to retain high performing students. Our scholarships are awarded based on academic merit and take no account of financial need. Each scholarship is reassessed annually.

Bursaries:

These awards are made on the basis that the parents will, promptly on each request, make a full and sufficient disclosure of their means supported by all necessary documentary evidence. A failure

to do so may result in assistance being withdrawn or reclaimed and in that event parents will remain liable for the full amount of the fees. All Bursaries are reassessed annually.

Application for a bursary must be done in writing using the prescribed form issued by the school. To request application, please contact the school office.

SCHOOL BANK DETAILS

Account holder name: Cesko Britska Mezinarodni skola a MS s.r.o.

Account holder street address: Rooseveltova 101

City: Olomouc, 779 00

Bank name: Komerční banka a.s.

Branch address: Tř Svobody 17, 779 11 Olomouc

Account no.: 43-8825860247/0100

IBAN: CZ3801000000438825860247

BIC/SWIFT: KOMBCZPPXXX



Standard fees list / Standardní ceník – 2018/2019

Admission Fee / Zápisné	4000 CZK
Spring Deposit / Záloha.....	8000 CZK

Early Years Programme (mateřská škola N – YR)

Full Day Fee / Celodenní docházka	32 000 CZK / trimestr
Development Fee / Rozvojový poplatek	5 000 CZK / trimestr
Half Day Fee / Polodenní docházka.....	18 500 CZK / trimestr
Development Fee / Rozvojový poplatek	3 000 CZK / trimestr

Junior School (první stupeň ZŠ Y1 – Y6)

Full Day Fee / Školné	36 000 CZK / trimestr
Development Fee / Rozvojový poplatek	5 000 CZK / trimestr
Afters School Club	2 500 CZK / trimestr
Speciálně pedagogická podpora	incl. in fees / součástí školného
Extra-curricular clubs	more on web / více na webu školy

Senior School (druhý stupeň ZŠ Y7 – Y10)

Full Day Fee / Školné	42 000 CZK za trimestr
Development Fee / Rozvojový poplatek	5 000 CZK za trimestr
Speciálně pedagogická podpora.....	incl. in fees / součástí školného
Extra-curricular clubs / Kroužky	more on web / více na webu školy

SCHOOL BANK DETAILS / BANKOVNÍ SPOJENÍ

Accounts name / Název účtu: Česko Britská Mezinárodní škola a MŠ s.r.o.

Street / Ulice: Rooseveltova 101

City / Město: Olomouc, 779 00

Bank's name / Jméno banky: Komerční banka a.s.

Bank address / Adresa pobočky: Tř. Svobody 17, 779 11 Olomouc

Bank account no. / Číslo účtu: 43-8825860247/0100

IBAN: CZ3801000000438825860247

BIC/SWIFT:KOMBCZPPXXX



FEES REGISTRATION FORM

(Registrační formulář školného)

SCHOOL FEES - 2018 / 2019

Invoice to be forwarded to / Komu má být zaslán účet

NAME OF A CHILD / JMÉNO A PŘÍJMENÍ DÍTĚTE:	
CHILD'S DATE OF BIRTH / DATUM NAROZENÍ DÍTĚTE:	
NAME OF THE SCHOOL FEES PAYER / JMÉNO PLÁTCE:	
PAYER'S DATE OF BIRTH / DATUM NAROZENÍ PLÁTCE:	
COMPANY ID / IČO PLÁTCE:	Bank account no. / Číslo bankovního účtu:
ADDRESS OF THE PAYER / ADRESA PLÁTCE:	
Phone:	E-mail (invoices will be sent to this email / účty za školné zasíláme na tento email):

I hereby claim that I have read and fully understood the School Fees Terms & Conditions. As confirmation I attach date and my own signature below. / Seznámil jsem se a plně jsem porozuměl pravidlům a podmínkám upravujícím výši a platby školného a jako důkaz níže připojuji datum a svůj vlastnoruční podpis.

.....
Date & Signature of parent/legal guardian
Datum a podpis rodiče/zákonného zástupce

.....
Date & Signature of Director
Datum a podpis jednatele školy