

# FINANCIAL AGREEMENT

**SCHOOL YEAR 2023 / 2024**



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## **PREAMBLE**

- Profectus Minds International School (PMIS) provides families with information on how to enroll students on its website.
- The registration of a student at PMIS implies full, complete and unreserved acceptance of all the provisions of these financial regulations.
- Invoices are made available to families by e-mail to the address of the first legal representative identified in the student's file.
- As schooling is subject to the payment of a tuition fee, PMIS reserves the right to exclude any student whose financial situation is not up to date.

## **ARTICLE 1- REGISTRATION**

Eligibility FOR PMIS is subject to the study of the registration file and a mandatory level test for all students.

The validation of a new student's registration file is subject to (i) the satisfaction of all the administrative conditions related to registration and (ii) the payment of the registration fee and, (iii) the payment of a deposit on tuition fees.

The registration fee is due in full at the time of registration, for any student registering at the school, regardless of the duration of schooling. Its payment is to be made within 3 working days from the provision of the invoice, by bank check deposited with the administration against acknowledgment of receipt, by bank transfer or cash deposit on the account of the institution (Account details in Section 3). After this time, the file will be put on the waiting list.

This fee is not refundable in the event of cancellation of registration or early departure.

In the event of a waiver, the deposit on tuition fees will be refunded upon written request from the legal guardian, addressed to the management of PMIS and deposited at the school **no later than June 10, 2023**. Beyond this date, no refund of the deposit on tuition fees will not be made.

If the registration request is made between June 10, 2023 and the day of the start of the school year, no refund of the tuition deposit will be made in the event of withdrawal.

## ARTICLE 2- TUITION FEES AND OTHER RATES

### 1. Fees charged

1.1- The fees charged by the school are as follows:

Amounten in FCFA							
		Registration Fee	Yearly Tuition	Advance Payment	Period 1	Period 2	Period 3
NURSERY	Nursery 1	150.000	1.100.000	250.000	300.000	300.000	250.000
	Nursery 2	150.000	1.100.000	250.000	300.000	300.000	250.000
PRESCHOOL	PK1	180.000	1.400.000	300.000	400.000	400.000	300.000
	PK2	180.000	1.400.000	300.000	400.000	400.000	300.000
	KG	180.000	1.400.000	300.000	400.000	400.000	300.000
ELEMENTAIRE	Gr.1 - Gr.5	220.000	1.500.000	350.000	400.000	400.000	350.000

### 1.2- Additional Costs

School canteen	450.000
Transportation round trip ( <i>Pick-up/Drop off</i> )*	600.000
Sport Uniform	7500
School Polo	7000
School Uniform Fabrics(1 outfit)	7000
School Badge	5000
Extracurricular Activities	To be specified later
School supplies provided by the school	To be specified later

\* Subject to price changes imposed unilaterally by the service provider during the year, justified by the applicable legislative provisions in force.

Other ancillary costs, the amounts of which will be communicated later, include in particular:

- Membership of the Parents' Association (optional subscription);
- Costs of participation in educational trips and outings (if applicable).

## **2. Installment payment deadlines**

1. Tuition fees, and any other applicable fees, are invoiced only once at the beginning of the school year or at registration. They are payable in 4 installments:
  - A deposit on tuition fees at the time of registration (terms specified in articles 1.1);
  - The 2nd payment before October 31;
  - The 3rd payment before January 15;
  - And the 4th installment before March 31.

A payment schedule in monthly installments may also be applied provided that said schedule is validated by the Administrative and Financial Manager and that the last installment is scheduled no later than March 31.

A penalty of 10% increase on the fees due is applicable beyond the payment deadline and after the 2nd reminder letter remains unanswered. In the event of non-compliance with the payment schedule, the management reserves the right to pronounce a class exclusion.

## **ARTICLE 3 – TERMS OF PAYMENT**

Payment can be made through several methods, in particular by bank transfer or cash deposit in local currency to the school's accounts, by bank check and by bank transfer.

No payment in cash is authorized at the school with regard to established school fees and ancillary costs which are the subject of an invoice.

## **ARTICLE 4 - DISCOUNTS AND REDUCTIONS**

### **1. Discount for siblings:**

A reduction on tuition fees is granted to siblings:

- 10% on the 3rd child;
- 15% on the 4th child and the following.

### **2. Leaving during the year:**

The school will invoice the family according to the following rules:

- Any period started is due;
- The departure date must be announced in writing to the school administration at least 15 days in advance, indicating the reason for the expulsion;
- Invoicing pro rata temporis, from the effective date of exit of the student, will be applied to the catering rights;
- The invoicing of school transport fees will be carried out according to the rule that any month started is due.

### **3. Discount in case of long-term absence.**

The administration will assess, in view of the documents provided, the advisability of granting a discount.

School's Administration Team