



2019.05.03

## European School Bergen

### FINANCIAL INFORMATION, SCHOOL YEAR 2019/2020

Please read the information carefully and contact the administration if you have any questions. The fees and reductions apply to pupils enrolled after 31 August 2013. If your child was enrolled before this date you should contact the administration for more information.

#### 1. What are the school fees for 2019-20?

<b>Fees for the 1<sup>st</sup> child</b>	<b>2019/2020</b>	<b>2020/2021 (estimate)</b>
Nursery Cycle	€ 3.725,55	€ 3.800,06
Primary Cycle	€ 5.122,69	€ 5.225,14
Secondary Cycle	€ 6.985,48	€ 7.125,19

<b>Fees for the 2nd child (80% of the full fees)</b>	<b>2019/2020</b>	<b>2020/2021 (estimate)</b>
Nursery Cycle	€ 2.980,44	€ 3.040,05
Primary Cycle	€ 4.098,15	€ 4.180,11
Secondary Cycle	€ 5.588,38	€ 5.700,15

<b>Fees from the 3rd child (60% of the full fees)</b>	<b>2019/2020</b>	<b>2020/2021 (estimate)</b>
Nursery Cycle	€ 2.235,33	€ 2.280,04
Primary Cycle	€ 3.073,61	€ 3.135,08
Secondary Cycle	€ 4.191,29	€ 4.275,11

- There is no registration fee.
- The school fees are set by the Board of Governors in Brussels.
- There are fee reductions of 20% for the second child, and 40% per child from the third child onwards. This applies to siblings living in the same household.

#### **Example:**

Family A has 3 children – one in the secondary who started in 2016. One in primary who started in 2017 and one in the nursery who will start in September. The school fees are as follows:

Child 1, secondary – 6.985,48

Child 2, primary – 4.098,15 (20% reduction)

Child 3, nursery – 2.235,33 (40% reduction)

## 2. When should the school fees be paid?

- Parents have to pay an advance payment of 25% of the school fees before 30th June of the following school year. **Advance payments are not refundable.**
- This payment is a condition for registering in the pupils' administration. Anyone who has not paid by 30th June will be considered as not registered.
- The remaining 75% of the bill (and the additional costs) are invoiced in September/October and must be paid **within one month** of the invoice date.
- If you cannot afford to pay within a month, you can choose between two options (see table below: Payment by instalments).
- If you have not paid the school bill within 30 days of the date of issue, an administration fee of €15 will be added.
- Money not paid on time will be collected by an agency and costs will be charged.

### Payment by instalments:

Option 1	Option 2
<ul style="list-style-type: none"><li>• The school offers the possibility to pay the remaining 75% of the bill in 6 instalments starting from October of the present school year until March of the following year.</li><li>• Each instalment will then be 12,50% of the school fees (and of the additional costs).</li><li>• These payments can only be made by means of a signed authorisation form, giving the school permission to deduct the school fees from your bank account.</li></ul>	<p>The remaining 75% (and the additional costs) can be paid in instalments as follows :</p> <ul style="list-style-type: none"><li>• 25% second term per 31 October of the current school year</li><li>• 25% third term per 31 January of the current school year</li><li>• 25% fourth term per 31 March of the current school year.</li></ul> <p>If you wish to pay using the above system, you must arrange the payments yourself.</p>

- **Please note:** If circumstances prevent payment within the time, contact should be made with the Administration (by phone 072-589011, or by email to [florence.bakker@eursc.eu](mailto:florence.bakker@eursc.eu)).
- A payment agreement can then be arranged.

## 3. Are fee reductions possible?

- A family on a low income can request a reduction of school fees up to 75%, and this is based on the total family income.
- A "basic existence income" has been set by the Board of Governors in Brussels. For the school year 2018/2019 it amounted to € 22.043,00 per year (adjusted annually for inflation).
- Please contact the Administration for an application form or if you need more information (by phone 072-589011, or by email to [florence.bakker@eursc.eu](mailto:florence.bakker@eursc.eu)).
- You are required to hand in your application form within **fourteen days** of the receipt of the invoice.
- If we have not received an application, the complete school fees must be paid within 30 days of the receipt of the invoice.

#### 4. What school fees do I have to pay if my child starts or leaves during the school year?

##### Admissions after the start of the school year.

If pupils are admitted after September/October, a reduction in school fees applies:

- A 10% reduction in school fees applies from November (i.e. you are liable to pay 90% of the normal school fees) and each month later attracts a reduction of 10% per month.
- Pupils who begin in June/July, pay only 25% of the school fees.

##### Departures before the end of the school year.

- A reduction in school fees also applies if pupils leave the school before the end of the year.
- If a pupil departs in September/October only 25% of the school fees must be paid.
- This applies only to the school fees. Other costs (e.g. insurance, photocopying etc. have to be paid in full for the whole of the school year).

The table below shows the school fees if a child starts or leaves during the school year:

	Admission of a new pupil School fees payable in %	Early departure of a pupil School fees payable in %
September/October	100%	<b>25%</b>
November	90%	30%
December	80%	40%
January	70%	50%
February	60%	60%
March	50%	70%
April	40%	80%
May	30%	90%
June/July	<b>25%</b>	100%

##### Example:

1. A pupil starts school on 4<sup>th</sup> December 2019. The parents receive an invoice for 80% of the normal school fees.
2. A family moves in May 2020 and the children leave the school on the 10<sup>th</sup> May 2020. The amount of 90% of the school fees is applicable for the school year 2019/20 and therefore 10% will be repaid.

If only one of your children arrives or leaves this will have an effect on your school fees because of the reductions. In this case please ask Mrs Bakker for advice.

## 5. What other costs are there?

In addition to the school fees, parents are also asked to pay for the following:

### a. SCHOOL INSURANCE

- Payment of school insurance is obligatory, following article 33 of the General Regulations of the European Schools.
- A fee of € 5,00 per year is charged for each child.
- The school insurance is an additional insurance to cover accidents and liability during the journey to and from school, the school day and all out of school activities, organised by the school. Damage to school property is excluded from the school insurance.
- claims must first be made through insurance already held by the parents.
- Any outstanding costs not redeemed are covered by the school insurance.
- This additional school insurance is not a substitute for normal family insurance. Parents/guardians are strongly recommended to take out a family insurance policy to cover statutory liability and sickness/injury costs.

In the case of an accident, the insurance covers the following:

Death	€ 10.000,00
Permanent invalidity	€ 70.000,00 (maximum)
Medical costs	The coverage depends on the type of accident, please enquire
Dental costs	€ 1.750,00 (maximum)

### b. EXAMINATION FEE

- The examination fee for Baccalaureate candidates will be charged at the beginning of the school year. The examination fee is € 94,11.
- Pupils who take an extra BAC written examination will pay an additional amount of € 34,57.
- The costs of processing higher education applications - €130 or €260 depending on the countries involved.
- These fees have been set by the Board of Governors of the European Schools.

### c. PHOTOCOPYING COSTS

A contribution from parents for photocopying costs will be charged:

Contribution for the school year 2019/2020:

Nursery Cycle	€ Nil
Primary Cycle	€ 22,01
Secondary Cycle	€ 44,05

### d. LOCKER

Secondary pupils are assigned a locker. There is a charge of € 5 for rent.

#### **e. BOOKS**

##### **Primary Cycle**

- The school will buy most of the books and educational equipment. The amounts per pupil per school year will be € 60 for the English and French section. An amount of € 120 will be charged for the Dutch section due to the different approach for the educational resources.
- Intermath booklets are only available from the school and will be charged to your account.
- The books for Language 2 and Swals pupils must be bought separately in coordination with the teacher.

##### **Secondary Cycle**

- Secondary Cycle pupils have access to an electronic booklist (see website of the school).
- The parents are responsible for ordering and purchasing the books.
- For some subjects the school will take care of the books/equipment. This is indicated on the book list. In such cases the costs will appear on the invoice.
- Your attention is drawn to the annual book market, where second-hand books can be bought and sold, although you should check that the books are the same as on the booklist (including the same edition) and that they can be used properly (completed workbooks are not acceptable, for example).

#### **f. SCHOOL TRIPS/EXCURSIONS**

- About 3 excursions per school year will be organized for nursery classes and classes 1 - 4 of the primary cycle.
- The 5<sup>th</sup> year pupils of the primary cycle go on a residential trip.
- In the secondary cycle the 2<sup>nd</sup> year pupils go on a residential school trip to Texel.
- The 6<sup>th</sup> year pupils go on a residential trip to the Ardennes.
- Pupils in other years go on different residential school trips.
- The costs of the above-mentioned excursions in the nursery and primary cycle and residential school trips will be charged at the beginning of the school year with the school fees.
- Any other residential trip (e.g. Eurosport, FAMES) that come up during the school year will be charged by the school at a later stage.
- Most of the classes of the secondary cycle go on organised excursions. The costs for these excursions must be paid to the organising teacher.

#### **g. EXTRA-CURRICULAR ACTIVITIES**

- The Parents' Association organise a number of extra-curricular activities related to Arts, Sports, Music and Languages.
- Full information about the programme and payment procedures are available on the website of the Parents' Association: <https://europeanschool-parents.nl/>

## **6. Links to relevant documents**

For more information about the obligations of parents, please see Chapter IV, and in particular Article 29, of the General Rules of the European Schools.

This can be found on the website of the European Schools, [www.eursec.eu](http://www.eursec.eu), under “Official Texts” or by following the link below:

<https://www.eursec.eu/BasicTexts/2014-03-D-14-en-7.pdf>.

The appeal and complaints procedure is explained in the following link:

<https://www.eursec.eu/en/Office/complaints-board>