

GENERAL SCHOOL TERMS AND CONDITIONS

Academic year 2024-2025



ADMISSION AND APPLICATION

Admission

Student admission is based on previous school records and evaluation and, where necessary, an entrance test in English and/or mathematics. No prior knowledge of English is required for primary school (Kindergarten to Grade 5) but there is a minimum requirement for secondary school (Grade 6 upwards).

The school provides support for students who need **supplementary English lessons (ESOL)** from Grades 2-10 and in this case they are:

- compulsory** until the required level of English has been attained
- at an extra cost as determined by the School Board** (see the school fees table below).

The **school also provides specialist support (SEN)** for students with Special Educational Needs. This is at an extra cost which varies according to the nature and length of the support (see the school fees table below).

Application

Please apply online following the link below:

<http://www.islyon.org/online-registration-form>

All necessary forms can be downloaded on our website:

<http://www.islyon.org/admissions-2024-2025>

SCHOOL FEES

Application fee

This is a one-off non-refundable fee required with the application form.
No file will be processed without the payment of this fee.

Capital Assessment fee

This is a one-off non-refundable fee, payable once a student has been accepted into ISL.
This must be paid upon receipt of the invoice.
A place is guaranteed only if this fee has been paid.

Company Sponsored Tuition fees

These are the yearly fees for the tuition received by the student, paid **in part or in full by the student's family's employer or company**. Please note that without the signed "**employer's commitment form**" you will be billed as a **company sponsored family**.

Please note that we reserve the right to increase our fees in the case of exceptional economic circumstances.

SCHOOL FEES STRUCTURE		PER CHILD
Application fee	One-off non-refundable fee	500
KINDERGARTEN - FEES PER CHILD (in euros)		
Capital assessment fee	One-off non-refundable fee	3,750
Tuition fees	Kindergarten (PK to SK)	9,240
PRIMARY SCHOOL - FEES PER CHILD (in euros)		
Capital assessment fee	One-off non-refundable fee	3,750
Tuition fees	Grades 1 to 5	12,915
SECONDARY SCHOOL - FEES PER CHILD (in euros)		
Capital assessment fee	One-off non-refundable fee	5,000
Tuition fees	Grades 6 to 8	15,045
Tuition fees	Grades 9 to 10	17,950
Tuition fees	Grades 11 to 12	20,285
LIBRARY DEPOSIT - FEES PER CHILD (in euros)		
Refundable	Grades PK to Grade 12	350
PARENTS TEACHERS ASSOCIATION - FEES PER CHILD (in euros)		
PTA fee	Grades PK to Grade 12	20
ESOL - FEES PER CHILD (in euros)		
if applicable	From grade 2 to 10 (per trimester)	650
SEN - FEES PER CHILD (in euros)		
if applicable	Per period (minima of 5)	45

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Private Payer Tuition fees

reduction is granted to families whose tuition fees are not covered in full or in part by their employer, as long as proof of this is provided through the employer's commitment and the employment status forms completed.

Without this, families will be charged the full rate. **No receipt will be provided.**

Please note that we reserve the right to increase our fees in the case of exceptional economic circumstances.

SCHOOL FEES STRUCTURE		1st-2nd CHILD	3rd CHILD
Application fee	One-off non-refundable fee	500	500
KINDERGARTEN - FEES PER CHILD (in euros)			
Tuition fees	Kindergarten (PK to SK)	7,555	6,800
PRIMARY SCHOOL - FEES PER CHILD (in euros)			
Capital assessment fee	One-off non-refundable fee	3,750	1,875
Tuition fees	Grades 1 to 5	10,930	9,840
SECONDARY SCHOOL - FEES PER CHILD (in euros)			
Capital assessment fee	One-off non-refundable fee	5,000	2,500
Tuition fees	Grades 6 to 8	12,780	11,510
Tuition fees	Grades 9 to 10	15,260	13,730
Tuition fees	Grades 11 to 12	17,240	15,520
LIBRARY DEPOSIT - FEES PER CHILD (in euros)			
Refundable	Grades PK to Grade 12	350	350
PARENTS TEACHERS ASSOCIATION - FEES PER CHILD (in euros)			
PTA fee	Grades PK to Grade 12	20	20
ESOL - FEES PER CHILD (in euros)			
if applicable	From grade 2 to 10 (per trimester)	650	650
SEN - FEES PER CHILD (in euros)			
if applicable	Per period (minima of 5)	45	45

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Included in the School fees

- Classroom instruction and supervision, transcripts
- Examination fees IBDP, IGCSE (not retakes or re-marks)
- The loan of textbooks and musical instruments. **A deposit is required for this loan when enrolling at ISL and refunded to the families when leaving ISL if the books and the instruments are returned in good condition - 350 euros per child**
- Local curricular related field trips
- 50% participation in one residential curricular field trip per year
- Enrichment activities (some activities may have materials or external teacher costs)
- Student school insurance (mandatory in France)

Excluded from the School fees

- Compulsory stationery and school supplies
- Online courses and support via external providers, such as Pamoja Education and Kognity
- Additional examinations, such as PSAT, SAT, BMAT, etc.
- 50% participation in one residential curricular field trip per year
- Extra-curricular field trips or voluntary participation in competitions, etc.
- English Language Support (**ESOL**), compulsory if the school determines it is needed (see 'Admission' page 1)
- Special Educational Support (**SEN**), compulsory if the school determines it is needed (see 'Admission' page 1)
- Additional languages: special arrangements according to language and teacher
- Lunches: families may provide their children with packed lunches (microwave ovens are available) or a lunch service at school is available daily (see below)
- After school care service (see below)
- membership of the Parent Teacher Association (PTA)
- **All bank charges related to payments of any kind are to be paid by the families**

Lunch service

ISL provides lunch service through an external company. This company provides the school with a connected fridge from which students will be able to buy snacks, lunches, desserts and drinks for grades 3 and up.

After school care service

ISL provides an after school care service, from 1 to 4 evenings per week. Registration is payable per term at the beginning of each term and is non-refundable in case of withdrawal. The service may also be used intermittently if needed.

School financial conditions

Financial agreement

The financial agreement, attached to the school invoice, must be signed and returned upon receipt in order to enroll or renew any enrollment. If the school does not receive the signed financial agreement, any invoice not paid within one month of its issue will be considered overdue. In compliance with 'article L 441-6' of the French Commercial Code, recently amended by the Modernization of the Economy Act (Loi de Modernisation de l'Économie 'LME' dated August 4th, 2008) interest will be charged monthly at the rate of 5.07% to the overdue balance.

For parents enrolling during the school year, it is mandatory to provide the school with the financial agreement **before** a child starts school.

Students may not start school without this document having been signed and handed in to the office.

Payment plan

Fees are usually due in full before August 31st (provided the school has received the signed financial agreement attached to the tuition fee invoice).

Private payers may, however, pay their fees in three or ten instalments by standing order only, provided they have signed and returned the school financial agreement upon receipt of the invoice.

Payments for the academic year 2024-2025 will run from **June 2024 to March 2025**.

Parents enrolling after June 2024 will have their fees divided by the number of months remaining before March 2025, except for enrollment after the winter break in which case fees must be paid in one payment only.

Payment methods

Payment may be made by credit card, cheque drawn on a local/foreign bank or by bank transfer.
(SCHOOL BANK DETAILS IBAN: FR76 1780 6009 7575 7330 7200 097).

Please note that any transfer charges will be added to the school fees.

Late enrolment

Students enrolling after :

December 31st will be charged 65% of the annual fee

April 1st will be charged 40% of the annual fee

Please note that this rule is strictly applied.

Receipts

The International School of Lyon will issue a receipt of payment only if the “**employer’s commitment form**” has been duly completed and signed by the company of at least one of the student’s parents.

Refund on withdrawal

Students, either Private Payer or Company Sponsored , withdrawing from the school before December 31st, will be refunded 35% of the tuition fees, provided the Director has been notified in writing by the legal guardian by December 1st. After December 31st, no refund will be given for the remaining tuition.

No refund is given if a student is expelled.

Please note that this rule is strictly applied.

Billing

The school issues only one invoice per family. For each additional invoice, a 50 € fee will be charged.

Late payment

If the school does not receive the signed financial agreement, any invoice not paid within one month of its issue will be considered overdue. In compliance with the ‘article L 441-6’ of the French Commercial Code, recently amended by the Modernization of the Economy Act (Loi de Modernisation de l’Économie ‘LME’ dated August 4th, 2008) interest will be charged monthly at the rate of 5.07% to the overdue balance. A **50 € fee** will be charged for any late or unpaid instalment, whatever the reason.

Non-Payment

The International School of Lyon reserves the right to use a lawyer or any other legal means to collect outstanding debts after one reminder. If tuition fees remain unpaid, the International School of Lyon reserves the right:

- to refuse access to the school to any student whose account shows an outstanding negative balance, within the agreed timeframe,
- not to issue school reports, leaving certificates or diplomas,

- not to enrol the student for the following school year,
- not to enrol the student for an exam session,
- to use a lawyer or any other legal means to collect the outstanding debts.

Information received

School curriculum

I have received full information regarding the International School of Lyon's educational programmes from the Director (or his representatives) and have understood I can also access them on the school website www.islyon.org.

School fees

The fee structure and the specific costs related to my child(ren) were explained to me when meeting with or talking to the Director (or his representatives) and are also accessible on the school website www.islyon.org. (i.e. costs, payment and cancellation policies).

School checklist

When enrolling at ISL, please do not forget to:

fill in the online application form: <http://www.islyon.org/online-registration-form>

download the following documents: <http://www.islyon.org/admissions>
Teachers' confidential reports: 1 for primary students, 2 for secondary students (Maths, English)
Report cards: copies of the last two years
Medical: Please provide vaccination certificates (mandatory)
Provide the school with a copy of the passport of the parents and the children

pay the **application fee** (by PayPal, cheque, credit card or bank transfer)

Signature

I hereby acknowledge that I am fully aware of the International School of Lyon's educational programmes and related costs and financial conditions, and I agree with them prior to beginning my child(ren)'s admission procedure.

DATE:

NAME:

SIGNATURE: