

English National Programme Financial Conditions

The English National Programme (ENP) is governed by a parents' association called ALA-ELP, which is set up as a not-for-profit entity under the 1901 law.

These Financial Conditions set out how tuition is calculated, what it covers, how and when it is invoiced, the payment options available to families and the consequences of late payment or withdrawal. They apply to every family enrolled at ENP and form part of the enrolment contract. By completing the enrolment (or re-enrolment) process, parents confirm that they have read, understood and accepted the conditions set out below.

1. ANNUAL TUITION FEES

The ALA-ELP board reviews the tuition fees annually. Fees for each academic year are determined and published at the latest before the beginning of the school year. The school fees cover all the costs that are involved in running ENP. They vary from one academic year to the next, depending on the number of students enrolled, changes in the curriculum, inflation and any other movement in the association's operating costs.

Individual ENP tuition rates are defined by the information provided by parents when registering their children in our database: address, country of residence, employer subsidy.

The detailed fee grid that applies to each family situation is published every year on the ENP website (<https://www.enpferney.org/Tuition-fees/>) and is updated whenever the board confirms the rates for the new academic year. A printed copy can also be obtained from the ENP office on request.

It is the family's responsibility to ensure that the billing information we have on record is correct. Instructions for checking/amending invoice rate settings can be found at the end of this document. In case of incorrect registration, the association will only correct invoices and collections for the current school year, no reimbursement will be made for prior school years.

The annual tuition fee will be invoiced in Euros in full at the beginning of October. ENP's preferred payment scheme is by direct debit (prélèvement automatique), but otherwise bank transfer or cheque are also available payment methods.

We offer a choice of payment plans to help families manage tuition fees in a way that works best for them. Each family selects its preferred option in the ENP database at the time of enrolment or re-enrolment, and the choice applies for the full academic year. Mid-year changes are accepted only in exceptional circumstances, on written request to finance@enpferney.org.

(i) Annual Payment (One Payment)

Pay the full annual tuition fee in a single payment no later than **30/11/2026**.

Payment can be made by bank transfer or by cheque.

(ii) Biannual Payment (Two Payments)

Split the annual tuition fee into two equal payments:

- First payment of 50% due no later than **30/11/2026**
- Second payment of 50% due no later than **31/01/2027**

Payment can be made by bank transfer or by cheque.

(iii) Monthly Payment (Instalments)

Spread the cost of the annual tuition fee over eight (8) equal monthly instalments by joining our direct debit programme. Families wishing to take this option must return a signed and completed direct debit mandate form and a copy of their RIB, to finance@enpferney.org by the end of October of the academic year in question. Direct debits will then be used for all future bills unless you tell us you wish to cancel.

First payment will be debited around the 5th of November.

Subsequent payments due on the 5th of each month thereafter (December – June)

2. INITIAL MEMBERSHIP FEE

A new member fee set by the board and published on the ENP website (<https://www.enpferney.org/Tuition-fees/>) is charged once to families new to the Programme. This is not refundable and is included in the family's first annual tuition invoice.

3. ADDITIONAL CHARGES

Tuition fees do not include the following:

- Books issued to students
- Fees for external examinations taken in 3eme, 2nde and 1ere i.e. GCSEs, iGCSEs, GCEs
- University application fees
- Cultural trips
- Extra-curricular activities
- Any other courses, lessons, materials etc. not included in the mandatory programme.

These items will be invoiced separately.

4. SURCHARGES FOR LATE PAYMENTS

4.1 Annual and Biannual Payments

The rules below apply to every family, whatever payment plan has been chosen.

A late payment fee of 75€ will be charged for overdue payments of fees. A payment is deemed overdue fourteen (14) days after the due date stated on the invoice.

If a payment remains unpaid more than thirty (30) days after the original due date, ALA-ELP may, in addition to the 75€ late fee, apply interest at a rate of 2% per month (or part of a month) on the outstanding amount.

Families who anticipate genuine difficulty in meeting a payment are strongly encouraged to contact the ENP office before the due date so that an arrangement can be discussed.

4.2 Monthly Payment

If a direct debit is rejected due to insufficient funds a new invoice will be issued to families for the amount rejected plus the rejection fee charged by the bank. This new invoice must be paid within ten (10) working days.

If a direct debit is rejected two months in a row the family will be removed from the monthly payment plan and the full amount of fees outstanding will have to be paid within thirty (30) days.

5. NON-PAYMENT OF FEES AND OTHER CHARGES

ENP reserves the right to refuse enrolment for the next academic year, and to withhold diplomas, reports and transcripts for students whose invoices have not been settled by the last day of the academic year. ENP will initiate debt collection procedures if outstanding debts remain unresolved.

6. WITHDRAWALS

A written withdrawal notification with the exact date of departure must be sent to the ENP office (finance@enpferney.org) by email.

ENP organises and budgets the school year based on the number of students enrolled in June. When a student leaves during the year the association continues to bear the great majority of the related costs (teaching staff, classroom resources, fixed costs). Withdrawal fees are therefore not calculated pro rata to the number of weeks attended, but according to the date of departure, as set out in the table below.

Departure At the Latest	Fees Due
First day of Autumn Holidays	20% Annual Fees
First day of Christmas Break	40% Annual Fees
First day of February Holidays	60% Annual Fees
First day of Spring Holidays	80% Annual Fees
After Spring Holidays	100% Fees

Fees will not normally be waived or reduced as a result of a temporary absence from ENP (e.g. illness; attending another school for a whole or partial year). If a student is withdrawn from ENP and applies to rejoin after a period longer than an academic year, they must re-take the admission test and pay the relevant charge. The initial membership fee for New Students will be waived if the returning student is given a place in ENP.

7. FINANCIAL HARDSHIP AND SPECIAL SITUATIONS

ALA-ELP is committed to making the English National Programme accessible to as many families as possible. A family's financial situation should never, on its own, be the reason a child cannot continue at ENP.

Parents who anticipate or experience genuine financial difficulty are strongly encouraged to contact the ENP office as early as possible, ideally before missing a payment, by writing to finance@enpferney.org. After review of the family's situation, the board (or a delegated committee member) may agree to a tailored payment schedule, a temporary deferral or, in exceptional cases, a reduction of fees for the year in progress.

All discussions with the office on this subject are kept strictly confidential.

8. AMENDMENTS TO THESE CONDITIONS

In exceptional circumstances (for example a significant change in the association's operating costs or in regulations), the board may decide to amend these Financial Conditions during the academic year. Any such amendment will be communicated to families in writing and take effect on the date specified in the communication.