



FINANCIAL REGULATIONS 2026-2027

PREAMBLE

The present document aims at defining the financial terms for schooling at Gaa Koory International in regards to the year 2026-2027. The enrollment of a learner is conditioned by the strict acceptance and respect of those terms.

Article 1 : LEGAL PROVISIONS

The schooling fees are to be paid in full as established by the institution for the academic year, regardless on the duration of the presence of the learner, as long as he/she remains enrolled, and independently from his/her actual arrival at the school.

Any academic year started is due in whole, and no refund nor discount shall be deemed possible on the yearly fees in case of unsubscription (voluntary departure or dismissal) of a learner.

Article 2 : DUTIES OF THE FAMILIES

Parents / legal guardians shall jointly and severally be responsible towards the institution.

It is essential to respect and honour the payment deadlines.

Failure to pay by the due date mentioned on the invoice shall generate a first reminder, followed by a second one and finally a formal notice. In any case, the tuition is to be honoured within the prescribed period, otherwise the collection phase will become controversial and filed to a lawyer in charge of this litigation.

The litigation fees shall then be covered by the families.

Article 3 : FEES

The tuition fees include all basic education costs. They are determined by the board and communicated before the enrollment process.

- THE REGISTRATION/ RE-ENROLLMENT FEES

The registration or re-enrollment fees are due once for entry of a learner in a non-disruptive year and are non-refundable. Shall a learner go through an unsubscription procedure and return to the school the same year, those fees will be due for re-entry and approval of the file.

No learner shall be admitted on-site without the full payment of those registration or re-enrollment fees.



- THE TUITION FEES

They are due per learner depending on the nationality and the level enrolled for. The nationality is linked to the civil status of the learner and shall be proven, otherwise he/she might be billed under "other nationalities".

However, if the fees are covered by a company or third-party payer, the corporate standard rate shall be applied to all the children concerned, independently from their nationality.

IMPORTANT : the uniform pack, school books, as well as school supplies are not included in the tuition fees and shall be covered by the families.

Article 4 : DEDUCTIONS AND DISCOUNTS

No discount is applied on the registration or re-enrollment fees. However, a scalable discount is granted to the same payer (families only) on the siblings' tuition fees, provided that the tuition of the children is not covered by the employer:

- **5%** discount applied to the second child
- **10%** discount applied to the third child and beyond

By siblings, please understand the children of the same mother or the same father living together in a taxable household.

For any yearly tuition paid upfront (families only), a **2%** discount shall be applied additionally to the existing scalable ones for the siblings.

Employees' children shall be granted a 50% discount on the tuition fees.

Children subject to an exceptional solidarity scholarship do benefit from a 40% discount on the tuition fees.

Article 5 : TERMS OF PAYMENT

Tuition fees shall be paid in full at the beginning of the academic year or on a quarterly basis at the beginning of each quarter, knowing that the accounting quarters are defined as detailed below, matching the ten months of school based on the following percentages :

First quarter (September to December) : 40% of the yearly tuition fees

Second quarter (January to March) : 30% of the yearly tuition fees

Third quarter (April to June) : 30% of the yearly tuition fees

Invoices are established for every learner within the family and available online in your EDUKA parents' portal, while being doubled with a mail addressed to the legal guardian. Eventual reminders shall be forwarded through the same channels.

At the time of enrollment or re-enrollment, the registration or re-enrollment fees will be due as well as a deposit corresponding to half (50%) of the first quarter. The remaining amount (50%) equivalent to the second half of the first quarter shall be invoiced as soon as school resumes in September. In the event of a late arrival within the school, the bill shall include the registration or re-enrollment fees, together with the full yearly tuition:



- On a single invoice for the corporate payers
- Or depending on the choice of the families, on a yearly or quarterly basis

Article 6 : PAYMENT OPTIONS

The payment of invoiced fees shall be honoured:

- In cash, directly at the bank counter, on the school's account
- By check drawn on a local bank and made payable to *Gaa Koory International*. The check shall please be directly handled to the accounting department.
- By wire in CFA Francs (XOF) to the school's account

For any settlement, and for accounting purposes, please forward the corresponding bank slip (deposit or wire) to the accounting department or by mail at compta@gaakoory.com

In case of a bounced check, the related fees shall be billed to the families, and the new payment will be due in cash.

Article 7 : PAYMENT PLAN

Parents may request a payment plan in order to spread the tuition fees over several months.

The requests shall be addressed in writing to the administrative office, for a later assessment of each individual file.

Article 8 : COMMITMENT

By enrolling a learner within Gaa Koory International School, families acknowledge the present financial regulations, sole administrative document taken into account in case of a financial litigation, and agree to comply with its content.

It is essential to regularly check those financial regulations for any eventual update.

Parents or legal guardians are encouraged to contact the administrative office for any further information or assistance.

I, legal guardian of the child :

Last name/ first name/grade :

Declare that I have read the present financial regulations and commit to comply with its content.

Date and Signature (**Electronic signature via EDUKA**)