

Association MAYA

40 Rue Le Corbusier, 1208 Genève, Suisse.

+41 (0) 76 616 52 51, direction@maya-centre.ch

STUDY AGREEMENT

1. GENERAL CONDITIONS

1.1 Educational programme and grouping of students. The "Maya" Centre (hereinafter referred to as the Centre) undertakes to ensure that each student has the opportunity to attend classes and study the subjects provided for in the current curriculum, in order to complete the corresponding educational programme. The Centre accepts only those students whose preparation corresponds to the complexity of the educational programme offered.

1.2 Organisation of the educational process. For administrative reasons, the Administration of the Centre has the right to change the academic calendar and the venue of classes, as well as to merge or disband groups. If necessary, the Centre has the right to appoint a substitute teacher. The minimum and maximum number of students shall be determined for a group to be fully functional. Places are allocated in the order of enrolment (subject to due payment of tuition fees). In case of insufficient number of students in the group (less than 5), the Centre may decide not to open the class, in which case the tuition and administration fees are fully refunded. In some cases, a group may be formed even with an incomplete enrolment, with an increase in the course fee and with the consent of the parents/authorised representatives of the child (hereinafter referred to as Parents).

1.3 Responsibilities of Parents and Students. Parents are obliged to monitor their child's compliance with the school rules (p.1.4.). In doing so, the student accepts the condition that information about his/her Centre life (grades, absences, discipline, etc.) be provided to the Parents. Parents and students are obliged to treat all members of the Centre community with respect and courtesy.

1.4 Rules of the Centre / Discipline and behaviour of students. The student is obliged to attend classes regularly. In case of absence from classes, parents must notify the Administration and/or the teacher and ensure that the child does his/her homework. Every student must be neat and clean on the premises of the Centre and must not be rude by actions or words. It is the student's responsibility to keep the premises neat and clean. Papers, empty bottles, etc. must be placed in the special waste containers. The following are prohibited in classrooms:

- Any means of communication such as mobile phones, tablets, computers, etc.;
- Consumption of food and drink without adult permission and supervision;
- Smoking in school and on school grounds;
- Pets.

1.5 Suspension and Expulsion. The Centre has the right to suspend or expel a student if the Administration deems it to be in the best interest of the student and/or other students. Expulsion from the Centre during the school year may be initiated by the Centre for the following reasons:

- in case of several serious disciplinary offences;
- in case of committing an act that disrupts the normal conduct of the educational process;
- in case the student violates Swiss laws, rules and standards of behaviour and team life;
- in case of arrears of payment for more than one day.

2. FINANCIAL CONDITIONS

2.1 Terms of payment. Enrolment is for the annual curriculum. Parents accept financial obligations under the trimester contract. Payment for classes is due before the beginning of the trimester according to the term indicated on the invoice. If a student is absent from classes due to illness or family reasons, the tuition fee will not be refunded.

2.2 An administrative and consumables contribution. The administrative fee covers administrative costs. The contribution for consumables is intended to cover the cost of teaching materials. The fee is paid in a lump sum, in addition to the tuition fee and is non-refundable in case of cancellation of enrolment.

2.3 Late payment. The Centre is entitled to include in the invoice the amount of CHF 20 as a penalty if the tuition fee is more than five working days overdue. This amount is intended to cover additional administrative costs incurred. In case of non-payment of invoices within the stipulated time, the Administration reserves the right to prevent the student from attending classes.

2.4 Cancellation of the study agreement and expulsion. Any cancellation of enrolment must be submitted in writing. In case of cancellation of the contract at the initiative of the Parents, the Administration has the right to grant a partial or full refund of tuition fees depending on the date and conditions of the cancellation. The following terms and conditions apply:

2.4.1 If the application is submitted seven working days or more before the start of the trimester, the tuition fee shall be refunded;

2.4.2 If the application is submitted less than seven working days before the beginning of the trimester, the tuition fee will not be reimbursed;

2.4.3 Fees paid for the current trimester are non-refundable.

2.4.4 The administrative fee shall be non-refundable. The Centre shall not provide any financial compensation:

2.4.5 In case of the student's expulsion from the Centre due to the Student's and/or Parents' non-compliance with the Agreement (p. 1.5);

2.4.6 In case of a student's prolonged absence from classes without a valid excuse.

2.5 Changes in the study programme and/or tariffs. The administration reserves the right to make changes and corrections to the programmes, tariffs and the Study Agreement.

2.6 Tuition fees. The tuition fee is fixed for the trimester/year and depends on the number of lessons per week. The tuition fees for the academic year 2024/2025 are in Swiss francs:

Group classes	1st trimester September- December	2nd trimester January-March	3rd trimester April-June	Year	Payment per year (3% discount)
2 Subjects	960	720	720	2400	2330
3 Subjects	1200	900	900	3000	2910
1 Subject	640	480	480	1600	1550

3. OTHER CONDITIONS

3.1 Photographing and videotaping students. During official events and in the daily learning environment, it may be necessary to photograph and videotape students by Centre staff or the media. These images may be used for school brochures or other publications, the Centre's website or posters. Video or webcam

recordings may be made for conferences or educational projects. Students may subsequently appear in these images/recordings in local, national or international press, television or radio programmes.

That said:

3.1.1 Private email, information, and students' names will not be mentioned in or in connection with images or records.

3.1.2 Personal information such as address, telephone/fax will not be mentioned.

3.1.3 The authorisation to use the images is indefinite. Thus, the Centre may use photo and video archives.

3.1.4 The Centre undertakes not to sell the photo and video recordings to third parties.

3.1.5 Students are not entitled to remuneration for said photography and videotaping.

In the event that parents do not wish a student's image and/or name to appear on the website, they should inform Administration of the Centre in advance in writing.

3.2 The Centre shall not be responsible for the student outside the timetable of his/her study schedule.

3.3 Insurance. The Centre is not liable for any possible damage caused to the student during classes and activities outside the Centre. The student must be insured in accordance with Swiss law. Parents are obliged to ensure that their children have a health insurance policy, a liability insurance policy and an accident insurance policy. The Centre is not liable for any damage caused to a student as a result of using the equipment installed at the Centre. The Centre is not responsible for the loss of the student's belongings.

3.4 Force Majeure. The obligations of each Party shall be suspended in the event of force majeure. Such as: fire, flood, explosion, earthquake, strikes, riots, hostilities of any nature (wars, declared or not), etc.

3.5 Jurisdiction. All relations with the Centre shall be governed by Swiss law. The court of jurisdiction shall be located in Geneva. All annexes to this Agreement shall be signed and form an integral part of this Agreement. This document shall be signed in two copies in French, English or Russian. One copy shall be kept by the student. The second copy shall be kept by the administration of the Centre.

Familiarised and agreed.

Name of Parent

Date.

Place.

Signature