



Roztocká 9, Sedlec, 160 00 Praha 6, Czech Republic

Primary School T 224 325 183 F 224 325 765

High School T 224 315 336 F 224 325 765

## Tuition Schedule 2011/2012

	Year (Grade)	Age on Sept. 1st 2011	Discounted Annual Fee	Termly Fee
<b>Early Years Part Day</b>	<b>Nursery 3 Mornings</b>	3	n/a	32,400 CZK
	<b>Nursery 4 Mornings</b>	3	n/a	43,200 CZK
	<b>Nursery Half Day</b>	3	154,000 CZK	54,000 CZK
	<i>Additional Nursery part day options are available upon request</i>			
<b>Early Years Full Day</b>	<b>Nursery</b>	3	205,000 CZK	72,000 CZK
	<b>Reception</b>	4	276,500 CZK	97,000 CZK
<b>Primary</b>	<b>Years 1-2 (Kindergarten - Grade 1)</b>	5	276,500 CZK	97,000 CZK
	<b>Years 3-6 (Grades 2-5)</b>	6 - 10	329,000 CZK	115,500 CZK
<b>Junior High</b>	<b>Years 7-9 (Grades 6-8)</b>	11 - 13	338,000 CZK	118,500 CZK
<b>Senior High</b>	<b>Years 10-13 (Grades 9-12)</b>	14 - 17	339,500 CZK	119,000 CZK
<b>ESL</b>		<b>All Ages</b>	<b>39,000 CZK</b> <i>(Discount not applicable)</i>	<b>13,000 CZK</b>

*Riverside offers a sibling discount of 3% for the second child, 6% for the third child and 10% for additional siblings.*

### Admissions

A non-refundable enrolment fee of 8,000 CZK should be submitted with the application form. This sum covers administrative costs, assessment and pre-admission interviews.

To ensure a place for your son or daughter and to enable our forward planning to progress with some degree of certainty, a 12,000 CZK deposit is also required with the application. This deposit will be returned when the student leaves Riverside, providing one full term's notice has been given and there are no payments outstanding, or in the event that a place is not available for your child.

### Reduced Tuition Scholarships

Applications for a reduction in tuition costs or financial assistance to attend Riverside School should be made in writing to the Director of Riverside School.

## Method of Payment

Tuition is denominated in Czech Crowns and may be paid in Czech Crowns, GB Pounds, Euros, or US Dollars. If tuition is paid in Pounds, Euros or Dollars, the amount will be determined by the Czech Crown exchange rate reported by Czech National Bank on the first day of the calendar month in which the payment is received.

Tuition payments are required by the due date stated on the invoice.

### Direct Bank Transfers may be made to:

Československá Obchodní Banka a.s.  
Na Poříčí 24  
110 00 Praha 1

Account name: Riverside o.p.s.

Czech Crown A/c. No.:	576 542 363 / 0300	IBAN:	CZ55 0300 0000 0005 7654 2363
GB Pound A/c. No.:	576 542 443 / 0300	IBAN:	CZ29 0300 0000 0005 7654 2443
Euro A/c. No.:	183 151 257 / 0300	IBAN:	CZ68 0300 0000 0001 8315 1257
US Dollar A/c. No.:	179 301 347 / 0300	IBAN:	CZ13 0300 0000 0001 7930 1347

SWIFT: CEKOCZPP

*The IBAN is the International Bank Account Number now used within EU.*

## Refunds and Deposits

Refunds of tuition and the return of the deposit will be granted only to those students refused admission or who give a full term's notice. Partial terms tuition cannot be refunded.

## Payment of School Fees

School fees may be paid annually or three times each year, before the commencement of each term. A discount applies to those fees which are paid on an annual basis and before the commencement of the school year. Tuition fees which are paid annually are refundable on a pro-rated basis, based on the number of full terms left in the school year.

Invoices will be sent out in July and during the last month of the Autumn and Winter Terms. Payment of the fee is on receipt of invoice.

All payments received after the second full week of the school term will be surcharged at a rate of 2.0% per month, 24.0% per annum. Payments not received by the mid term break will result in the suspension of the student until the fee is paid. Parents should make known to school administration any difficulty they may have in making a prompt payment of the tuition fee.

## Application Procedure

1. Attend a pre-admission interview with the Principal
2. Complete and sign the application form, including the medical release.
3. Submit reports or transcripts from the last school.
4. Pay the enrolment fee of 8,000 CZK for administration of new students.
5. Pay the deposit of 12,000 CZK which will be returned when the student leaves the school, providing one full term's notice has been given and there are no outstanding payments.
6. Pay the first term's tuition payment by the first day of school.
7. Give or send the completed admission package to the school office.