



TERMS AND CONDITIONS

For the academic year 2021/22



1 Introduction

1.1 Terms and Conditions: These Terms and Conditions together with the Registration form form the basis of a legally binding contract between the Parents and the School for the provision of educational services. These Terms and Conditions are intended to promote the education and welfare of pupils and the stability, strategic planning, proper resourcing and development of Vector International Academy, Ljubljana.

1.2 Variations: These Terms and Conditions and Fees¹ are subject to change from time to time.

1.3 Managing change: Vector International Academy, Ljubljana, as any other school, may undergo a number of changes during the time your child is a pupil here. For example, there may be changes in the staff, and in the premises, facilities and their use, in the curriculum, in the School Rules and procedures and the disciplinary framework.

1.4 Documents referred to: Before accepting the offer of a place, parents have an opportunity to see any of the documents referred to in these Terms and Conditions. The School website contains some, others are available from the school on written request.

2 Pastoral Care

2.1 Mission and Values: By acknowledging the present Agreement the Parents explicitly accept the mission and values of the School.

The Vector International Academy, Ljubljana treats each child as an individual and each child deserves the opportunity to develop. That is why the needs of individual children shall be observed and an attentive and encouraging environment shall be fostered. The School strives to create a community of lifelong learners through mutual respect. The School shall endeavor to actively include parents, expert workers and all relevant members

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of the community in the learning process of the children. The values of respect, compassion and diligence shall be promoted among all members of the community.

2.2 Arrivals: By acknowledging the present Agreement Parents undertake to time arrivals to and departures from school in accordance with the rules of the house, rules on child safety and business hours of the School.

2.3 Attendance: For the purpose of assuring an optimal and uninterrupted learning process the Parents hereby undertake that their child shall attend school regularly, arrive for classes at the agreed time. Any eventual absences shall be exclusively due to medical or other unavoidable reasons.

Attendance shall be maintained at at least 85 %. If attendance falls, the School may advise against registering for external examinations.

2.4 Data Protection

Contracting Parties agree that photographs, videos and products made by children may be used for the purposes of pedagogical documentation, presenting education work in the environment, at expert events and cooperation with parents. The use of photographs and videos of children by other institutions with the consent of the school shall only be allowed with the prior consent of parents.

Contracting Parties agree that transport of children may be used for the purposes of implementing the annual work plan of the School and class.

Parents shall act in accordance with the directions and notifications for parents sent via electronic mail to the address listed by the parents upon enrollment of their child.

The School shall collect data and keep official databases in accordance with applicable legislation. The Parents hereby allow, and the School undertakes to use personal data of parents as listed herein for the purpose of keeping the legally prescribed records of the School, for the purpose of notifying Parents and potential enforcement of any unsettled liabilities.



Personal data shall only be used for implementing and organizing School activities, for the needs of the founder, relevant Ministry, in cases required by legislation and for the purpose of the school evaluation and examinations processes.

Parents shall notify School management of any change in the data kept by the School within 8 days of such change (data shall include names, permanent and temporary address of the Child and Parents, telephone numbers of Parents, health issues of the Child).

3 Educational Matters

3.1 Overview: The School undertakes to implement the programme the Child is enrolled in as an international education programme in accordance with the conditions determined by applicable regulations governing the activities of international education programmes and with full observance of the rights of the child. The School shall also fulfill all obligations related to the implementation of materials set forth in its publications and its annual work plan.

The programme shall be implemented during School open hours starting at 08:20 all days of the week except for Saturdays, Sundays, school break days and regional bank holidays and work free days. Business hours and days shall be noted in the annual work plan.

3.2 School year: The 2021/2022 school year shall commence on 23 August 2021 and end on 17 June 2022. The Child shall be deemed enrolled in School as of the commencement of the school year.

3.3. Location: The School is situated within the Institute of St. Stanislav, Štula 23, 1210 Ljubljana.

3.4 Curriculum: The curriculum of the School shall follow the Pearson Edexcel International GCSE for Years 10 and 11, Pearson Edexcel International Advanced Level programme for Year 13 and International Baccalaureate Diploma Programme for Year 12. During the 2021/2022 school year Year 10 and Year 11 shall have the following syllabus: Mathematics, English Literature, English Language, Biology, Chemistry, Physics, Geography, History and French or German language. All students have an opportunity to study host



country language/Slovene and, if possible, their native language at both IGCSE and IB Diploma programmes.

Students continuing into Year 13 will study three subjects as part of their International Advanced Levels programme. In 2021/22, the following Pearson Edexcel International A Level subjects will be available: Mathematics with Statistics or Mechanics, Biology, Chemistry, Physics, English Language, History, Business, Economics and Psychology.

Students enrolled in the International Baccalaureate Diploma Programme will choose among the following subjects: English Literature and Language, French for beginners, French advanced, German for beginners, History, Economics, Business, Environmental Systems and Societies, Biology, Chemistry, Physics, Mathematics, Visual Arts.

We reserve the right to organise the curriculum, and its delivery in a way which, in the professional judgment of the School, is most appropriate to the School community as a whole. We will endeavour to inform the Parents of significant changes to the curriculum and the reasons for them as soon as practicable.

3.5 External examinations: The School, after consultation with the Parents and the Pupil, can decline to enter the Pupil's name for an external examination if, in the exercise of their professional judgment, the School considers that by doing so the Pupil's prospects in other examinations would be impaired and if the Pupil has not prepared for the examination with sufficient diligence.

3.6 Pupil progress: The School shall monitor the Pupil's progress and shall report regularly to the Parents by means of consultations and written communication (e.g. emails, reports). Three Term Reports will be issued for Years 10, 11 and 12 (DP1), and two Reports for Year 13.

3.7 Learning difficulties: The School shall do all that is reasonable to detect and deal appropriately with a learning difficulty which is considered to be a special educational need. The School staff are not, however, qualified to make a medical diagnosis of conditions such as those commonly referred to as dyslexia or of other learning difficulties. External agencies shall be used, upon consultation with parents.



The Parents shall notify the School during the initial visit, upon expression of interest or when completing the School's Registration form in writing if they are aware or suspect that the Pupil has a learning difficulty.

4 Health and Medical Matters

If the Child experiences any medical condition that should be duly notified to the expert workers, the Parents shall be obliged to provide the relevant expert worker with a certificate from the attending pediatrician when the Child first enters the School. Parents shall notify the School of any absence of the Child and report the reason for absence in case of infectious illness.

The School is not obliged to accept a child that arrives to School with clear signs of disease or poor health and thus poses a risk to themselves or others. In such a case the School shall notify the parents of the child and ask them to come for the child.

If a child falls ill during their stay at School, parents shall be notified and obliged to pick up the child as soon as possible.

In case of an accident at School involving the Child an expert worker shall notify the Parents using the telephone no. provided by the Parents. If Parents are unreachable and the expert worker assesses that the Child requires urgent attention, the Child may be taken to hospital by rescue services with the accompaniment of a school worker.

5 Fees

The annual tuition fee for the 2021/22 school year shall be

- 12,000.00 EUR for Years 11 and 13,
- 12,600.00 EUR for Year 10,
- 13,200.00 EUR for Year 12 (DP1),

with payment due in four equal installments. The first installment shall become due on 15 July 2021, the second on 15 October 2021, the third on 17 January 2022 and the fourth on



15 April 2022 on the basis of invoices issued by the School. VAT shall not be charged pursuant to ZDDV-1 Article 43., paragraph 2.

Children enrolling more than two weeks after the commencement of the school year shall be charged 3% of the annual tuition fee per every started week remaining in that school year. Tuition fees shall not be returned in case of absences.

The annual tuition fee shall include:

- Tuition during the hours specified in the timetable, starting at 8:20 with the option of early arrival by agreement,
- Most after-school activities and clubs
- Notebooks,
- Internet access during school hours,
- Use of school infrastructure (library, gymnasium, kitchen),
- Certain trips and excursions as part of the learning process (certain costs of trips may be charged additionally, but always by prior agreement with the Parents),
- School reports for each trimester and regular communication with the Parents,
- University and career counseling including all necessary documentation for enrollment into universities,
- Individual study aid during school hours as required and agreed

The annual tuition fee does not include:

- Textbooks (information will be communicated to parents in June 2021),
- Costs of Pearson Edexcel examinations (70 EUR for international GCSE, 112 EUR for international GCSE French and/or German, 100 EUR for 2-unit International A Level subjects and 105 EUR for 3-unit International A Level subjects; these costs are subject to change depending on Pearson Edexcel decisions)
- Certain trips and excursions
- Specialist equipment such as graphic calculators required for Mathematics, and supplies for Visual Arts, both part of the IB Diploma Programme

By signing the present Agreement the Parents agree and confirm their awareness of the fact that success at external Pearson Edexcel examinations is a result not only of quality tuition during school hours but also individual work of each student and support of their parents.



6 General Contractual Matters

These Terms and Conditions apply for the period of one school year. This Agreement shall expire upon expiry of the relevant school year. In exceptional cases Parents may terminate the Agreement prematurely and withdraw the Child from the school. In such cases an advance notification shall be sent to the School at least 15 days prior to the planned leaving. Parents shall also be liable to settle the costs of each commenced quarter.

The Agreement shall apply with the day determined as the date of commencement of the school year or the day the Child enters School.

The associated obligation of payment shall commence as the date of commencement of the school year or the day the Child enters School and cease with full payment of all claims and liabilities on the basis of this Agreement and applicable regulations.

Contracting Parties agree that all rights and obligations set out hereby and any associated rights and obligations shall be subject to Slovenian law.

Contracting Parties shall resolve any eventual disputes arising from this Agreement through mutual agreement. If this proves to be impossible, all disputes between the Parties shall be resolved by the court of jurisdiction over the subject matter in Ljubljana.

Should any provision hereof be found to be invalid, the Contracting Parties agree that the remainder of the Agreement shall remain in force.