

THE PROCEDURE FOR APPLICATION AND GRANTING OF TUITION FEE REDUCTIONS IN TALLINN EUROPEAN SCHOOL

1. GENERAL PROVISIONS

- 1.1. The present procedure for application and granting of tuition fee reductions (hereinafter the *Procedure*) stipulates the conditions for applying for and granting the tuition fee reductions for students (hereinafter referred to as a *Child/Children*) of the Tallinn European School (hereinafter referred to as the *European School*).
- 1.2. Study allowances are not granted in the European School.
- 1.3. This Procedure does not apply to Children of employees of the institutions and agencies of the European Union if the tuition fees are paid by a third party who has undertaken such an obligation.

2. TYPES AND RATES OF TUITION FEE REDUCTIONS

- 2.1. In accordance with the Articles of Association of the European School, the European School is entitled to grant tuition fee reductions. Tuition fee reductions will be granted in the form of partial or full exception of tuition fee.
- 2.2. The European School is entitled to grant tuition fee reductions in the following cases:
 - 2.2.1. More than one child from one family is studying in the European School, and the conditions mentioned in clause 2.6 (hereinafter *Family-based Reduction*) are met;
 - 2.2.2. The family has significant financial difficulties in paying the tuition fee and the conditions specified in clause 2.7 (hereinafter the *Needs-based Reduction*) are met;
 - 2.2.3. The legal representative of the Child studying at the European School works as a teacher, or other staff member of the European School, with a minimum of 0,6 workload, and the conditions specified in clause 2.8 (hereinafter the *Employee's Reduction*) are met. According to the Procedure, other staff members are: teacher's assistant, aftercare teacher, pedagogical or other support personnel, director, deputy director or other administrative staff.
- 2.3. Granting these tuition fee reductions is the right of the European School, not the obligation, and in doing so, the European School has extensive degree of discretion. The European School adheres to the principle of equal treatment, but has the right to take into account the budgetary constraints and other subjective and objective circumstances (i.e., the European School is not bound to earlier decisions made for families with the same or similar number of children or families with the same or similar income and consider the circumstances of each case individually), including the circumstances specified in clause 4.1.1.
- 2.4. If the same Child may be subject to both Family-based Reduction and Needs-based Reduction and the application is submitted for both tuition fee reductions, the reduction which will give the highest benefit percentage will be applied.
- 2.5. If the Child of the teacher or other employee of the European School can apply for the Employee's Reduction, no other benefit can be applied for.
- 2.6. **Family-based Reduction**
 - 2.6.1. If two (2) children from the same family are studying in the European School and the family is experiencing financial difficulties, the European School is entitled to grant a partial tuition fee exemption for both children of 10% (ten percent) of the tuition fee established for the corresponding academic level.
 - 2.6.2. If three (3) or more children from a single family are studying in the European School, the European School is entitled to grant partial tuition fee exemption for every child of 20% (twenty per cent) of the amount of the tuition fee established for the corresponding academic level.
- 2.7. **Needs-based Reduction**
 - 2.7.1. If the tuition fee is exceptionally disproportionate in consideration of family income and it is likely that the family may encounter difficulties in meeting other necessary expenses after payment of the tuition fee, the European School is entitled to grant the Child a tuition fee reduction up to 100% (one hundred percent) of the tuition fee sum established for the corresponding academic level.

2.8. Employee's Reduction

- 2.8.1. If the Child's legal representative works as a teacher at the European School, Innove Foundation (hereinafter referred to as the *Keeper of the European School*) is entitled to grant a tuition fee reduction of 100% (one hundred percent) of the tuition fee established for the corresponding academic level for the Child studying in the European School.
- 2.8.2. If the Child's legal representative works in the European School as other staff member, and two (2) or more children of the same family are studying in the European School, the Keeper of the European School is entitled to grant the Child a tuition fee reduction of 100% (one hundred percent) of the tuition fee established by the corresponding academic level.
- 2.8.3. If the Child's legal representative works in the European School as other staff member, and one (1) child from a single family is studying in the European School, the Keeper of the European School is entitled to grant the Child a tuition fee reduction of 80% (eighty percent) of the tuition fee established for the corresponding academic level.
- 2.8.4. If the teacher or other staff member is on parental leave or on a long-term unpaid leave on the basis of an agreement, the Keeper of the European School is entitled to grant the Child a tuition fee reduction of 50-75% (fifty to seventy-five percent) of the tuition fee established for the corresponding academic level.

2.9. The limit on the number of tuition fee reductions

- 2.9.1. The European School is entitled to grant Family-based Reductions and Needs-based Reductions in one academic year in the total amount of up to 10 (ten) tuition fees of the secondary level. In the event that the limit is fulfilled, the Committee referred to in clause 4.1. is entitled the right to grant the tuition fee reduction in a smaller rate in such a way that the rate of tuition fee reduction of everyone eligible for the tuition fee reduction at the respective period is reduced proportionally.

3. APPLYING FOR TUITION FEE REDUCTIONS

- 3.1. Application for a tuition fee reduction may be submitted by the Child's legal representative or a person authorized by him or her (hereinafter the *Applicant*).
- 3.2. When applying for the Family-based Reduction and the Needs-based Reduction the Applicants must submit an application in the form set out in Annex 1 to this Procedure and attach the required documents. When applying for the Employee's Reduction the Applicants must submit an application in the form set out in Annex 2 to this Procedure.
- 3.3. Application for the tuition fee reduction referred to in clauses 2.6.1., 2.6.2. and 2.7.1. can be submitted twice per academic year: by October 1 or February 1, except the applications for the Needs-based Reduction, if an unexpected, extraordinary event occurs in the family, causing the family financial difficulties in paying the tuition fee. In the event of an unexpected, extraordinary event, an application for the Needs-based Reduction may be submitted not adhering to the deadlines specified in this clause. The Director of the European School is entitled to extend the above deadlines by a maximum of one month. The Committee referred to in clause 4.1. is entitled to accept the application submitted after the deadline, but before the Committee meeting, if it does not adversely affect the interests of other applicants (in particular if the satisfaction of the late application does not fill the limit on the number of tuition fee reductions). Application for Employee's Reduction can be submitted at any time during the academic year.
- 3.4. The application for receiving of the tuition fee reduction referred to in clause 2.8.4 may be submitted no later than 30 calendar days before taking the leave.
- 3.5. The application must be submitted in a correctly formulated and signed manner, together with the necessary supporting documents, to the office of the European School or digitally signed and sent by e-mail to info@est.edu.ee.
- 3.6. In order to receive a Family-based Reduction or a Needs-based Reduction, the following documents or copies thereof certifying the facts referred to in the application, must be submitted with the application:
 - 3.6.1. documents certifying the composition of the family (a copy of the Children's birth certificates, except for a child already studying in the European School; a printout of the relevant data of the population register, etc.), if applicable;
 - 3.6.2. documents certifying the income of the family (the salary certificate issued by the employer, the Tax and Customs Board's certificate of taxable income for the last 6 months, the printout of the current

- account for the past 6 calendar months, proof of a pension, scholarship or other support, etc.), if applicable;
- 3.6.3. other evidence that enable to assess the financial situation of the family.
- 3.7. The European School is entitled to request further information and evidence from the Applicant and to verify the correctness of the documents and data submitted for the tuition fee reduction and/or submit such documents and data of the competent authorities and persons for inspection, following the personal data processing procedure of the European School.
- 3.8. The application and the documents submitted together with the application will be preserved and destroyed in accordance with the Records Management Procedure and the list of documents of the European School.

4. GRANTING AND APPLICATION OF TUITION FEE REDUCTIONS

- 4.1. The Director of the European School shall appoint the Committee (hereinafter referred to as the Committee) for reviewing the applications for Family-based Reductions, Needs-based Reductions, and the Employee's Reductions referred to in clause 2.8.4.
- 4.2. The Committee includes:
- 4.2.1. The Office Manager of the European School;
- 4.2.2. The Chief Accountant of the Keeper of the European School;
- 4.2.3. Lawyer of the Keeper of the European School;
- 4.3. The members of the Committee will be convened and approved with an order by the Director of the European School. If a conflict of interest or a suspicion thereof occurs or if a member of the Committee is not able to participate in the work of the Committee due to work or other circumstances, the corresponding member of the Committee shall be replaced as follows: The Office Manager of the European School will be replaced by the Administrative Manager of the European School, the Chief Accountant of the Keeper of the European School will be replaced either by the Head of Financial Center, the Chief Accountant or the Accountant, and the lawyer will be replaced by the Chief Lawyer or another lawyer.
- 4.4. The Committee shall jointly review the application submitted pursuant to this Procedure no later than within 1 (one) calendar month from the deadline for submission of applications, or from the submission of applications (if there is no deadline for submitting applications), if necessary, making a proposal for specification of the data or for submission of additional documents.
- 4.5. The Committee makes a proposal for granting the Family-based Reduction and the Needs-based Reduction to the Director of the European School and a proposal for granting the Employee's Reduction referred to in clause 2.8.4 to the Keeper of the European School. The proposal includes the application of partial or full tuition fee reduction, the percentage of a partial tuition fee reduction and the period of application of the tuition fee reduction.
- 4.6. The satisfaction or rejection of the application of the Family-based Reduction and Needs-based Reduction is decided by the Director of the European School on the basis of a proposal from the Committee.
- 4.7. The satisfaction or rejection of the application of the Employee's Reduction is decided by the Keeper of the European School. The Keeper of the European School will make the decision of granting the Employee's Reduction referred to in clause 2.8.1.-2.8.3 on the basis of a proposal from the Director of the European School, and the decision of the granting of the tuition fee reduction referred to in clause 2.8.4 on the basis of a proposal of the Committee.
- 4.8. The decision of granting the tuition fee reduction is made for the academic year.
- 4.9. Granting or refusal of a tuition fee reduction is decided by an order.
- 4.10. Partial satisfaction or rejection of the application must be substantiated.
- 4.11. The prerequisite for receiving the Family-based Reduction, Needs-based Reduction, and the Employee's Reduction referred to in clause 2.8.4, except for in cases of an extraordinary event as provided in clause 3.3. is the following:
- 4.11.1. The Child is a member of the primary enrolment group of the European School (European School Admission Procedure, clause 2.1) and
- 4.11.2. The Child has good learning outcomes and behavior and
- 4.11.3. The Child conscientiously participates in learning activities and
- 4.11.4. Tuition fees are paid from family funds (payment of tuition fees is not supported by other third parties) and

- 4.11.5. Accurate information is provided in the application for a tuition fee reduction.
- 4.12. When assessing the economic situation upon calculation and granting of tuition fee reductions, the net income per family member and its ratio to the tuition fee in one calendar month are taken into account.
- 4.13. The Applicant shall be notified of the decision no later than within 5 (five) business days after the adoption of the corresponding decision.
- 4.14. On the granting of the tuition fee reduction, a similar agreement shall be concluded with the Child and his/her legal representative (a payment agreement to be concluded as an annex to the schooling contract reflecting the granted tuition fee reduction), and the tuition fee reduction will enter into force from the entry into force of the agreement. In the event of becoming clear that the grounds for granting the tuition fee reduction have expired, a corresponding annex to the schooling contract shall be drawn up according to which application of the tuition fee reduction is terminated or discontinued. The European School has the right to discontinue granting of the tuition fee reduction in the event of expiry of the grounds of granting of the tuition fee reduction or to terminate the application of the tuition fee reduction even if the legal representative of the Child does not sign the relevant annex.
- 4.15. If the European School identifies after granting the tuition fee reduction that the application for or the actual circumstances of the tuition fee reduction did not comply with the conditions for eligibility for the relevant tuition fee reduction and the Applicant was or should have been aware of the non-compliance with the said conditions, the European School shall unilaterally terminate the application of the tuition fee reduction retroactively and the Child's legal representative undertakes to reimburse all the tuition fee reduction amounts to the European School.

Annex 1: Application for tuition fee reduction - 1 page.

Annex 2: Application for tuition fee reduction (TES Employee) - 1 page.