



Approved by Supervisory Board of Foundation Euroopa Kool on 18 June 2019

TERMS AND CONDITIONS OF ADMISSION AND EXCLUSION PROCEDURE OF TALLINN EUROPEAN SCHOOL

Approved by Supervisory Board of Foundation Euroopa Kool on 18 June 2019

1. GENERAL PROVISIONS

- 1.1. The terms and conditions of admission and exclusion procedure (hereinafter the Procedure) of Tallinn European School (hereinafter TES) provide the prerequisites for admission, a list of required documents, bases for selection criteria and exclusion of a child or children, including Nursery level child or children (hereinafter Pupil(s)).
- 1.2. The Procedure is made available on TES website (www.est.edu.ee).
- 1.3. The Director of TES (hereinafter the Director) is entitled to make a proposition to the Supervisory Board of Foundation Euroopa Kool to change the Procedure if it is necessary for bringing the Procedure into compliance with legal acts, international agreements or the terms and conditions introduced by the Board of Governors and/or inspectors of the European Schools.
- 1.4. The Procedure is based on the following documents:
 - 1.4.1. General Rules of the European Schools – Ref: [2014-03-D-14-en-6](#) (Chapter VII, articles 47 and 49) (hereinafter the General Rules).
 - 1.4.2. Organisation of studies and courses in the European Schools – Ref: [2011-01-D-33-en-9](#) (Chapters 2 and 3).
 - 1.4.3. Policy on the Provision of Educational Support in the European Schools – Ref: [2012-05-D-14-en-9](#)

2. ADMISSION

- 2.1. TES enrolls:
 - 2.1.1. Children of employees of the European Union (hereinafter EU) institutions and agencies;
 - 2.1.2. Children of foreigners living and working in Estonia, if the children's mother tongue / dominant language (L1) is not Estonian;
 - 2.1.3. Children of TES teachers and employees with an employment contract with at least 0,6 workload, if the mother tongue / dominant language (L1) of the children is not Estonian;
 - 2.1.4. Provided there are unfilled study places, children of the members of Estonian diplomatic corps;
 - 2.1.5. Provided there are unfilled study places, TES may enrol a child whose mother tongue / dominant language (L1) is Estonian, if the child has previously studied, for at least 3 (three) years, in a European School abroad at Primary (P1-P5) or Secondary (S1-S6) level;
 - 2.1.6. Provided there are unfilled study places, TES may enrol siblings of previously enrolled TES pupils.
- 2.2. TES has 2 enrolment categories:
 - 1) Category I described in clause 2.1.1, who are guaranteed a study place at any time during the school year;
 - 2) Category II described in clauses 2.1.2 – 2.1.6, when there are study places available.
- 2.3. TES enrolls children at Nursery (N1-N2), Primary (P1-P5) and Secondary (S1-S6) levels.
- 2.4. There is no admission to the last year of Secondary (S7). Pupils must start their studies in TES from the penultimate year (S6) in order to take the European Baccalaureate examinations.

Approved by Supervisory Board of Foundation Euroopa Kool on 18 June 2019

- 2.5. Children who are transferring from educational institutions of EU Member States will automatically be assigned to the class indicated by the "Table of Equivalences", Annex II of the General Rules of the European Schools.
- 2.6. When assessing the level of the education acquired outside the European Union educational systems, the International Standard Classification of Education developed by UNESCO is taken into consideration (International Standard Classification of Education – ISCED).
- 2.7. For children coming from outside the European Union educational systems, the maximum age deviation for a class level is nine (9) months from its average age. In exceptional cases the maximum age of a child can exceed of up to fifteen (15) months the average age of children in the same class.
- 2.8. Intention to seek admission outside the normal age range of class level should be notified on the application. The justification of the request will be considered by the Admissions Committee, considering relevant points in the Pupil's education, health and social maturity.
- 2.9. The parents or a legal representative of the Pupil are obliged to provide TES with correct information about the Pupil's previous education, including information about the latest successfully completed period of study in the Pupil's previous school (a certificate of promotion to the year above).

3. Admission procedures

- 3.1. The following procedures are carried out during the admission:
 - 3.1.1. The parent or a legal representative will complete the online application form <https://tes.edu.ee/online-application-for-enrolment/>;
 - 3.1.2. The parent or a legal representative will fill in TES' questionnaire / Nursery Entry Profile;
 - 3.1.3. TES will make a pre-selection (see section 11) based on the questionnaires / Nursery Entry Profiles and applications and will decide which families will be invited to the Family Interview;
 - 3.1.4. Based on the questionnaire / Nursery Entry Profile, a Family Interview will take place. Family interviews are conducted by the Deputy Director of the respective level. During the Family Interview the Special Educational Needs, dominant language / mother tongue (L1) and language level of the prospective Pupil is ascertained.
 - 3.1.5. Based on family interview and/or the results of language tests the Admission Committee decides the need of trial day(s).
 - 3.1.6. For Primary and Secondary pupils (P3-S6) language tests are carried out if necessary.
- 3.2. The Trial day(s)
 - 3.2.1. The Trial day(s) are held at TES.
 - 3.2.2. The Trial day(s) include a learning situation in a school environment and age-appropriate activities with the year group corresponding to the applicant's age and previous education. The activities are led by the TES' pedagogical staff. During the Trial day(s) the applicant's social maturity and academic readiness to study with the requested year group is observed.
 - 3.2.3. TES has the right to hold the Trial day(s) outside the official study period (i.e. during school holidays) and in a different setting.
- 3.3. In case the Pupil cannot attend the Family Interview, Trial day(s) or language tests during the official admission period, TES has the right to postpone the admission of the Pupil until the family's relocation to Estonia. TES has the right to carry out language tests for Language 1, Language 2 and Language 3 to determine the Pupil's language level.

Approved by Supervisory Board of Foundation Euroopa Kool on 18 June 2019

- 3.4. TES has the right to carry out tests and / or evaluations in specific subjects if a need for it emerges from the documentation submitted, during the Family Interview or Trial day(s).
- 3.5. The contact for admission inquiries is the Admission Secretary who will provide prospective families with information regarding TES and admission procedures. Admission Secretary coordinates the organisation of admission procedures.
- 3.6. The Director will form an Admission Committee. The members of the Admission Committee are the Deputy Director(s), a member of the support team, Nursery teacher, Primary teacher, Secondary teacher, language teacher(s) and Admission Secretary. Should there be a need for the substitution of a member, the substitution will be decided by the Director.

4. Admission Committee

- 4.1. The duties of the Admission Committee:
 - 4.1.1. to carry out Family Interviews;
 - 4.1.2. to decide the need of trial day(s) and when needed carry out Trial day(s) in Nursery, Primary and Secondary levels;
 - 4.1.3. to carry out language tests of the Language Section (English or French);
 - 4.1.4. to carry out language tests in Language 2 (French, German or English) starting from Primary 3 up to Secondary 6. Language 3 will be tested if the Pupils apply for Secondary 2 to Secondary 6.
 - 4.1.5. to evaluate the results of language tests (or, if necessary, the subject-based tests) and indicate the need for language support or any other support measures which become evident during the admission procedure
 - 4.1.6. to take minutes of the meeting and to submit them to the Director.
- 4.2. The Admission Committee will make a collegial proposal on admission to the Director.
- 4.3. The Admission Committee will handle all personal data according to the regulations of Personal Data Protection Act.

5. Admission decision

- 5.1. The Director will make the final decision on admission based on the proposal of the Admission Committee. On reasoned occasions, the Director is entitled to change the admission decision. The admission procedure from submitting the online application until the final decision on admission by the Director might take up to 30 working days (more outside the official admission period).
- 5.2. The Director's acceptance letter will be sent to the parents or a legal representative two weeks after the Pupil has completed the admission procedure of TES and this acceptance has to be approved by the parents in a written form within 30 calendar days and no later than by the end of the school year.
- 5.3. The Pupil is officially considered to be a Pupil of TES after the Schooling Contract has been signed between TES and a parent or a legal representative.
- 5.4. TES has the right to postpone the admission of a Pupil in the following case:
 - 5.4.1. all the facts which form the basis of the application have not been ascertained (i.e. in case the Trial day(s), language tests or the Family Interview have been postponed until the relocation of the child to Estonia).
- 5.5. TES reserves the right to reverse its admission decision in the following case:

Approved by Supervisory Board of Foundation Euroopa Kool on 18 June 2019

- 5.5.1. the Pupil's parents or legal representatives are unable to provide the necessary information at the time of enrolment (clause 1.5. in Policy on the Provision of Educational Support).
- 5.5.2. The need for accommodation in the learning environment or the learning process due to the Pupil's special educational needs are not clear and therefore it might later become evident that TES is not able to provide such accommodation.

6. REQUIRED DOCUMENTS

- 6.1. A parent or their legal representative with written consent may submit the application for enrolment.
- 6.2. The following documents must be submitted when applying to TES:
 - 6.2.1. Copy of the photo page of the parent's or their legal representative's passports or ID-cards (showing date of birth);
 - 6.2.2. Passport-size photograph of the Pupil;
 - 6.2.3. Copy of the photo page of the Pupil's passport or ID-card (showing date of birth) or copy of the Pupil's birth certificate;
 - 6.2.4. If an international student candidate has relocated to Estonia, a document which shows that he/she has a permanent or a valid temporary residence permit or a right of residence, or in the absence of such document, evidence of the legal stay of the student candidate in Estonia from a competent authority in a format which can be reproduced in writing;
 - 6.2.5. School reports from foreign state educational institutions or official certified copies that include the descriptions of subjects and learning outcomes, as well as certificate of the promotion to the year above (not applicable for Pupils up to P1);
 - 6.2.6. For home schooled children any other relevant document, including the current year's standardized tests scores;
 - 6.2.7. Filled-in medical form and a certificate or a copy of the Pupil's vaccinations information that is issued by his/her healthcare provider; certified copies of documents related to any Special Educational Needs, in Estonian, English or French;
 - 6.2.8. Attestation certificate issued by the employer of the parent or legal representative (this requirement is applicable to children of the employees of the institutions and agencies of the EU);
 - 6.2.9. Filled-in online Application Form;
 - 6.2.10. Filled-in Admission Questionnaire or Nursery Entry Profile.
- 6.3. In case the school reports are not in English, French or Estonian, a translation to one of the languages has to be provided.
- 6.4. The documents are submitted to the TES Director.
- 6.5. If the documents are incomplete, TES will inform the applicant about it. Incomplete documents will not be processed.
- 6.6. Once the complete application documents have been received by TES, the parents or a legal representative will be sent an invoice with the registration fee of 60 euros.
- 6.7. The registration fee does not apply to the children of employees of EU institutions and agencies. Registration fee is a one-time, non-refundable fee. The registration fee is to be paid by bank transfer or credit card payment. Cash payments are not accepted. In case the registration fee is not paid, the application documents will not be processed.

Approved by Supervisory Board of Foundation Euroopa Kool on 18 June 2019

7. ADMISSION FOR A NEW ACADEMIC YEAR

- 7.1. Admission for a new academic year starts on the second Monday of November and lasts until the official end of the school year.
- 7.2. Admission documents are not processed during the summer holidays.
- 7.3. Prospective families will get the admission decision in written form at the latest 30 calendar days after the submission of application form with complete set of required supporting documents and paid registration fee. Processing of the documents outside the official admission period may take longer.

8. SPECIAL EDUCATIONAL NEEDS

- 8.1. In admitting students with special educational needs TES follows the rules set in the Policy on the Provision of Educational Support.
- 8.2. A Pupil has special educational needs if his or her medical condition, physical disability, learning, behavioural or emotional differences call for special educational provision to be made for him or her.
- 8.3. On enrolment, the school will collect relevant information from the parents, including the Pupil's level of academic attainment and previous educational support provision and/or special educational needs. It is the responsibility of parents to guarantee that the information given is correct, reliable and complete.
- 8.4. In certain cases, considering the best interest of a Pupil with special educational needs, the Pupil may require support from an external specialist, development of a support programme or acquisition of additional supporting resources, the implementation of which will require co-financing by the parents or legal representatives of the Pupil.
- 8.5. In cooperation with parents or legal representatives, TES, taking into consideration the school's resources, attempts to make appropriate provision for the Pupil's pedagogical and social integration. If this is not possible, the Pupil shall not be admitted to TES.
- 8.6. If a Pupil needs adaptation of the curriculum due to severe learning difficulties, or in case his/her special needs cannot be dealt with within the context of a regular size class, he/she will not be admitted to TES, or, if already enrolled, will be redirected to a more suitable educational institution.

9. LANGUAGE SECTIONS

- 9.1. TES has English and French language sections.
- 9.2. The parent or a legal representative is required to enrol the Pupil in the language section that corresponds to his/her mother tongue / dominant language (L1). Dominant language is the language the Pupil feels most comfortable speaking, reading, and writing, e.g. the language is the strongest language of the Pupil.
- 9.3. In case the language section corresponding to a Pupil's mother tongue / dominant language (L1) does not exist (Students Without a Language Section / SWALS), the Pupil will be enrolled in the language section in which he/she has the highest proficiency.
- 9.4. In case the language section corresponding to Children of employees of the EU institutions and agencies mother tongue / dominant language (L1) does not exist, the Pupil's language section will be based on the Pupil's parent's or a legal representative's preference.

Approved by Supervisory Board of Foundation Euroopa Kool on 18 June 2019

- 9.5. A Pupil must choose his/her mother tongue / dominant language (L1) as Language 1 in case such possibility exists. In case there is no respective mother tongue / dominant language (L1) learning possibility in TES, the Pupil's Language 1 is his/her language of instruction in his/her language section, e.g. English or French.

10. LANGUAGE OF INSTRUCTION

- 10.1. TES provides the mother tongue / dominant language (L1) courses at Primary level (P1-P5) and at Secondary level (S1-S7) in the mother tongues of the Category I children (the children of employees of the institutions and agencies of the EU). The condition applies only to the official languages of the EU. All Category II pupils can participate in the mother tongue / dominant language (L1) courses, if a course already exists and if it does not create a new group. Should the course have to be terminated, the category II pupils concerned would have to switch their L1 to their L2 and would have to choose a new L2. They would be allowed two years to catch up.
- 10.2. The Director authorises the decision regarding the language section of a Pupil, taking into consideration the child's mother tongue / dominant language (L1), proficiency (Language 1 and/or Language 2), results of the language tests and other substantial circumstances, which may influence the Pupil's aptitude when studying at the respective school level and language section.
- 10.3. Should there be any dispute about the Pupil's L1, it will be the Director's responsibility to determine which language it is, based on the information provided by the Pupils' parents or legal representatives on the enrolment form and by requiring the Pupil to take comparative language tests, organised and under the control of the school's teachers. The tests will be organised whatever the Pupil's age and teaching level.
- 10.4. Determination of L1 at the time of the child's enrolment is definitive in principle. A change of Language 1 may only be authorised by the Director for compelling pedagogical reasons, duly established by the Class Council and on the initiative of one of its members.
- 10.5. If necessary, TES, in cooperation with a parent or a legal representative, will arrange language support for SWALS or provide other learning support to reduce the Pupils' language lag in the section language.
- 10.6. The study of Language 2 starts in Primary 1. In English Section, it is possible to choose between French or German; in the French Section, it is possible to choose between English or German. It is important that the Pupil's Language 2 is different from Language 1.
- 10.7. Language 2 is the language of instruction in European Hours starting from Primary 3, European Studies starting from Secondary 1, Human Sciences starting from Secondary 3 and in Geography, History, Ethics and Economics starting from Secondary 4.
- 10.8. Art, Music and Physical Education can be taught in mixed language groups in one of the three working languages (English, French or German).
- 10.9. The study of Language 3 starts in Secondary 1. The Pupil's Language 3 must be different from Language 1 and Language 2.
- 10.10. The study of Language 4 starts in Secondary 4. The Pupil's Language 4 must be different from Language 1, Language 2 and Language 3.

Approved by Supervisory Board of Foundation Euroopa Kool on 18 June 2019

- 10.11. At the time of admission, and according to the General Rules of the European Schools (§ 47d), if a Pupil's knowledge of a language required for the continuation of his/her education is poor or non-existent because his/her former school followed a different curriculum, his/her legal representatives shall undertake to send him/her to classes in that language. This applies in particular to the L2 and L3 levels and means that the school is not responsible for organising and tutoring the catching up of new pupils with their current class required language levels.

11. SELECTION CRITERIA

- 11.1. When making the admission decision the following criteria will be considered:

11.1.1. NURSERY 1 TO PRIMARY 2:

- 11.1.1.1. The Pupil meets the requirements specified in clause 2;
- 11.1.1.2. The Pupil has achieved the minimum required age at least by 31 December of the academic year concerned (N1 – age of 4; N2 – age of 5; P1 – age of 6; P2 – age of 7);
- 11.1.1.3. The application has been submitted in the form set out on TES website, together with the required documents listed in clause 6.2. of the Procedure;
- 11.1.1.4. Availability of places in a specific class;
- 11.1.1.5. Availability of places in a desired section;
- 11.1.1.6. Results of the Family Interview and the Trial day(s) have been assessed as sufficient.

11.1.2. PRIMARY 3 TO SECONDARY 6:

- 11.1.2.1. The Pupil meets the requirements specified in clause 2;
- 11.1.2.2. The application has been submitted in the form set out on TES website, together with the required documents listed in clause 6.2. of the Procedure;
- 11.1.2.3. Availability of places in a specific class;
- 11.1.2.4. Availability of places in a desired section;
- 11.1.2.5. Results of the Family Interview have been assessed as sufficient;
- 11.1.2.6. Results of the Trial day(s) have been assessed as sufficient;
- 11.1.2.7. Results of the Language and, in specific cases, subject-based tests and the learning outcomes acquired in a previous educational institution have been assessed as sufficient.

12. EXCLUSION

- 12.1. A Pupil will be excluded from TES:

- 12.1.1. If a parent or their representative with a written consent submits a corresponding application to TES (Application to Exit form);
- 12.1.2. If studies in TES are not pursued in the class where the Pupil is supposed to continue his/her studies;
- 12.1.3. If the Pupil has not participated in studies for at least 50% (fifty percent) of the volume of lessons, except in cases where the absence is due to illness or other valid reasons. The reasons mentioned under this clause must be certified in writing (e.g. medical certificates);
- 12.1.4. If the Pupil or his/her parents or a legal representative do not follow the School Rules, school values or refuse to study according to the EB curriculum;
- 12.1.5. If the Pupil does not meet the promotion requirements twice in succession;
- 12.1.6. If the Pupil does not meet the graduation requirements of TES during the standard period of study;
- 12.1.7. If the parent or a legal representative has failed to inform TES of all significant circumstances related to the Pupil or of new significant circumstances (e.g. special educational needs) that have emerged during the study period and that may affect or interfere with the proper performance of the Schooling Contract by TES, the Pupil, the parent or a legal representative;

Approved by Supervisory Board of Foundation Euroopa Kool on 18 June 2019

- 12.1.8. When the Schooling Contract expires due to the Pupil meeting the graduation requirements of TES;
 - 12.1.9. In case of the death of the Pupil;
 - 12.1.10. If the Schooling Contract is terminated or ends for any reason. The Schooling Contract may be terminated by TES if there has been a breach of contract, which among other things is:
 - 12.1.10.1. A significant violation by the Pupil or his/her parents or a legal representative of requirements laid down in School Rules;
 - 12.1.10.2. Failure to pay tuition fee or fee for additional services for at least one semester without valid reason and without notifying the Director;
 - 12.1.10.3. When a Pupil arrives to participate in studies in a state of intoxication (including drugs or alcohol);
 - 12.1.10.4. When the Pupil's behaviour was or could be dangerous to other students, parents or TES teachers or employees.
- 12.2. The Director decides the exclusion of the Pupil.
- 12.3. In case of graduation or exclusion, TES will issue the parent or the legal representative, or in case of a Pupil with full active legal capacity, the Pupil:
- 12.3.1. A graduation certificate due to graduation;
 - 12.3.2. A school report for the current school year signed by the Director and authorised with the TES seal when the Pupil is excluded from TES after the end of a study period;
 - 12.3.3. A school report signed by the Director and authorised with the TES seal and a results report for the current study quarter of the school year when the Pupil is excluded from TES during the study period;
 - 12.3.4. An extract from the Pupil's health card claimed by the parent or a legal representative, or, in case of a Pupil with full active legal capacity, by the Pupil.
- 12.4. When a Pupil is excluded from TES, the Pupil, the parent or a legal representative undertakes to return the access card, books received from TES library, locker keys and settle all other arrears related to TES and external service providers.

Approved by Supervisory Board of Foundation Euroopa Kool on 18 June 2019

ANNEX I

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.
- 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 2.5 (hereinafter *Family-based Reduction*) are met;
 - 2.2.2. 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 2.6 (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 consider 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).

2.5. Family-based Reduction

- 2.5.1. If two (2) children from the same family are studying in the European School, the European School is entitled to grant a partial tuition fee exemption for both children of 20% (twenty percent) of the tuition fee established for the corresponding academic level.
- 2.5.2. 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 30% (thirty percent) of the amount of the tuition fee established for the corresponding academic level.
- 2.5.3. If one of the children is enrolled in the Nursery and is eligible for any municipal subsidies, then the Family-based reduction will not be granted for that child. Other children of the same family are granted the family-based reduction.

2.6. Employee's Reduction

- 2.6.1. If the Child's legal representative works as a teacher or other staff member at the European School and one (1) child is studying in the European School, Foundation Euroopa Kool (hereinafter referred to as the *Keeper of the European School*) is entitled to grant a tuition fee reduction of 50% (fifty percent) of the tuition fee established for the corresponding academic level for the Child studying in the European School.
- 2.6.2. If the Child's legal representative works as a teacher or other staff member at the European School, and two (2) or more children of the same family are studying in the European School, the Keeper

Approved by Supervisory Board of Foundation Euroopa Kool on 18 June 2019

of the European School is entitled to grant for every child a tuition fee reduction of 75% (seventy five percent) of the tuition fee established by the corresponding academic level.

- 2.6.3. 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.

2.7. The limit on the number of tuition fee reductions

- 2.7.1. The European School is entitled to grant 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. has the right to suggest to the Management Board of the Foundation Euroopa Kool 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 Tuition Fee Reduction the Applicants must submit an application in the form set out on TES website and attach the required documents.
- 3.3. Application for the tuition fee reduction referred to in clauses 2.5.1. and 2.5.2. can be submitted twice per academic year: by October 1 or February 1. 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 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.
- 3.5. In order to receive a tuition fee reduction, the following documents or copies thereof certifying the facts referred to in the application, must be submitted with the application:
- 3.5.1. 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);
- 3.5.2. a printout of the relevant data of the population register, if applicable;
- 3.6. 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.
- 3.7. 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 and the Employee's Reductions.
- 4.2. The Committee includes:
- 4.2.1. The Admission Secretary of the European School;
- 4.2.2. The financial expert of the European School;
- 4.2.3. Director of the 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

Approved by Supervisory Board of Foundation Euroopa Kool on 18 June 2019

member of the Committee shall be replaced by a temporary member who is approved with an order by the Director of the European School.

- 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 satisfaction or rejection of the application of the Family-based and Employee's Reduction is decided by the Committee.
- 4.6. The decision of granting the tuition fee reduction is made for the period after the Reduction is granted and until the end of the academic year.
- 4.7. Partial satisfaction or rejection of the application must be substantiated.
- 4.8. The prerequisite for receiving the Family-based Reduction and the Employee's Reduction is the following:
 - 4.8.1. The Child has good learning outcomes and behavior and
 - 4.8.2. The Child conscientiously participates in learning activities and
 - 4.8.3. Tuition fees are paid from family funds (payment of tuition fees is not supported by other third parties) and
 - 4.8.4. Accurate information is provided in the application for a tuition fee reduction.
- 4.9. The Applicant shall be notified of the decision no later than within 5 (five) business days after the adoption of the corresponding decision.
- 4.10. 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.

5. IMPLEMENTING PROVISION

- 5.1. If the Employee's Reduction is applicable and the employment contract has been signed before 1st October 2019, then the regulation applicable under clause 2.6 enters into force on 1st October 2024.