



## TERMS AND CONDITIONS 2019-2020 Boarding

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## 1. Enrolment

By filling in or signing the Enrolment Agreement, or by paying a portion or the total amount due indicated therein, the parents or legal guardian enter into a tuition contract with St. George's International School and acknowledge to have read and accepted without reservation these terms and conditions for the academic year 2019-2020.

The terms and conditions govern the tuition contract and the entire contractual relationship between the parents and St. George's International School.

## 2. Re-enrolment

Current students are automatically re-enrolled for all consecutive academic years unless appropriate withdrawal is given as per the notice periods required. Please refer to the Withdrawal Conditions (9).

## 3. One-time Fee (For new students)

### 3.1 Admission Fee

The Admission Fee is payable within 10 working days once a student is offered a place in the school. This payment secures the place. It is non-refundable and not credited towards the first term's fees.

For students transferring from another international school in Switzerland, a reduction of 50% will be applied on the Admissions Fee.

	Weekly boarding	Full boarding
Y6-Y9	5'000.- chf	5'000.- chf
Y10-Y13	8'500.- chf	8'500.- chf

### 3.2 Security Deposit

A **Security Deposit of CHF 4'000.-** is required in addition to the fees set out above. The deposit will be refunded after the student leaves St. George's and when the account is fully settled.

## 4. Annual Fees

### 4.1 Tuition & Boarding Fees

These fees cover:

Common expenses related to regular schooling.

Weekly/Full board with food and lodging, including services such as house-parents' tutoring and supervision, cleaning and maintenance of the rooms and the common facilities, laundry for bed linen, etc.

For full boarders, the normal washing of personal clothing is also included. Dry cleaning expenses are charged separately.

- Please see Summary of Services and Summary of Fees in Appendix.

	Weekly boarding	Full boarding
Y4 – Y5	54'000.- chf	72'300.- chf
Y6	61'160.- chf	81'710.- chf
Y7	61'160.- chf	81'710.- chf
Y8	73'840.- chf	99'050.- chf
Y9	73'840.- chf	99'050.- chf
Y10	75'790.- chf	101'200.- chf
Y11	75'790.- chf	101'200.- chf
Y12	77'640.- chf	104'170.- chf
Y13	77'640.- chf	104'170.- chf

### 4.2 Multi-child discount

	2 <sup>nd</sup> Child	3 <sup>rd</sup> Child	4 <sup>th</sup> & Sub
Y4 – Y5	1'252.- chf	2'504.- chf	3'756.- chf
Y6	1'258.- chf	2'516.- chf	3'774.- chf
Y7 – Y9	1'565.- chf	3'130.- chf	4'695.- chf
Y10 - Y11	1'629.- chf	3'258.- chf	4'887.- chf
Y12 - Y13	1'759.- chf	3'518.- chf	5'277.- chf

## 5. Extra Expenses

Some items are mandatory, some might be charged at the school's discretion once the child's needs have been agreed upon as a part of the admission's conditions. Please refer to Appendix to know what is included or not.

### 5.1 IGCSE Charges

The IGCSE (International General Certificate of Secondary Education) charge is a flat fee for students in the IGCSE section (Years 10 and 11). This charge covers expenses directly related to the IGCSE as well as examination expenses and supervision of the extended essay, amongst other expenses.

Year 10	250.- chf
Year 11	950.- chf

### 5.2 IB Diploma Charges

The International Baccalaureate (IB) charge is a flat fee for students in the IB section (Years 12 and 13). This charge covers expenses directly related to the International Baccalaureate as well as examination expenses and supervision of the extended essay, amongst other expenses.

Year 12	1'500.- chf
Year 13	

### 5.3 School Uniform

All St. George's students have to wear the school uniform. The school uniform items are provided by the school and charged for separately. These items can be found in the Uniform Shop. For prices, please refer to Appendix.

### 5.4 Learning Centre

Supporting any pupil in need of a short- or long-term intervention:

- Students who show particular strengths and talents
- English Language Acquisition Programme (ELAP) and Integration Support for students who do not yet have the language skills to access the academic curriculum
- Students with study needs who would benefit from some regular tutoring during the school day or after school
- Students who need additional curricular support
- Students who need support as a result of absence due to sporting commitments
- Students with reduced timetable and/or studying IB self-taught courses
- Students with Special Educational Needs (SEN)

### Learning Centre Admissions Policy

- Parents follow the Admissions procedure and are requested to provide as much information as possible to the school. Parents must provide any medical and psychological reports to the school to enable assessment and appropriate provision. The school collates all of the information from reports and Teacher Recommendation Forms, when relevant and further assessment will take place as stated in the Admissions Policy.
- The School advises on the best programme of study for the applicant. If necessary, when additional support is required, the school indicates the level of support needed and any extra fees.

- Depending on the individual's needs, students in Levels 2 or 3 may also be enrolled in Curricular Support (Level 1 or ELAP Level 4) and will be charged accordingly.
- Parents understand that, in some cases, the student's needs are identified after assessment conducted by curriculum areas upon arrival, or after a period of time at St. George's International School.

Please see Appendix for the Learning Centre Fees.

### 6. Payment of Fees

All fees are payable in advance against the invoice on or before the due date.

It is possible to request termly or annual billing for returning students. Unless we receive written notification, the billing option will be automatically selected as per previous year.

"Extra Expenses" are billed at the end of each term. All invoices must be paid in full, without deduction.

Payments can be made by wire-transfer, online or credit card. A 4% charge will be included on credit card payments.

Any claim on invoices must be made in writing within 15 working days of receipt. In case of late enrolment, fees are due upon receipt of the invoice. All other invoices should be settled within 30 days.

No refund of fees can be claimed on account of absence through illness, expulsion or disciplinary measures or any other circumstances not attributable to the school.

### 7. Termly Billing

This will be applied if no other indication is given to the school. The annual fees are split into three amounts, in approximate proportion to the length of each term.

Term 1 = 40% (15 weeks)

Term 2 = 30% (10 weeks)

Term 3 = 30% (10 weeks)

#### Payments are due on:

**Term 1**      **31/07/2019**

**Term 2**      **30/11/2019**

**Term 3**      **29/02/2020**

These dates must be strictly adhered to.

### 8. Consequences in Case of Late or Non-payment

If the fees are not paid by the due date, the student will not be authorised to attend classes, activities, examinations or graduation. Reports, diplomas, recommendations or grade sheets will not be released until all financial obligations of the parents are settled.

The parents undertake to pay an annual default interest of 10% for any late payment, as well as a fee for issuing reminders (CHF 50.- for the second reminder, CHF 100.- for additional reminders).

In the eventuality that a family has more than one child enrolled at St. George's International School, the terms listed above will be applied to all children.

St. George's International School has the right to request a direct debit option for all further payments and the parents or guardians agree to instruct their bank accordingly. Expenses incurred by St. George's International School in the collection process will be charged to the parents.

### 9. Withdrawal

Any withdrawal must be communicated by completing and signing the online withdrawal form (available on our website). An announced change is only considered valid if receipt thereof has been confirmed by the Admissions department of St. George's International School.

- To leave the school at the end of Term 1 (December), notification must be given, to the admissions department by **2<sup>nd</sup> September 2019**.
- To leave the school at the end of Term 2 (March), notification must be given, to the admissions department by **1<sup>st</sup> January 2020**.
- To leave the school at the end of Term 3 (June), notification must be given, to the admissions department by **31<sup>st</sup> March 2020**.

***If the deadline for notification is not adhered to, the following term's Tuition and Boarding Fees are due in their entirety.***

If, for any reason, parents decide to withdraw their child from the school before the beginning or during the term, no claim for the reimbursement or return of any portion of the tuition and boarding fees, and fixed charges fees payable for that term will be taken into consideration.

If the deadline for notification is not adhered to, the following term's Tuition and Boarding Fees are due in their entirety.

The school reserves the right to contact the local authorities if a day student is not collected at the end of the school day. Equally, if a student is absent without notification to the school, the local authorities may be contacted.

If a child is asked to leave St. George's International School due to a serious infringement of the school rules, parents are contacted without delay. The student is accompanied to the airport with a representant of the school, which is entitled to board the concerned student to the flight that connects Geneva to the city of the residency of the parents.

Parents are expected to pick up their child in the arrival of the airport. The school will endeavor to contact parents/ the agent/ the legal guardian by telephone in the first instance and in writing/ by email for organizing the departure of the student. It is the parents' responsibility to ensure that they/ the agent/ the legal guardian can be contacted at all times by the school. The costs of repatriation of concerned students are charged to the parents.

**All expenses related to the exclusion of a student will be charged to the Parents.**

### 10. Changes of Status

To be valid, any status change (from full boarder to weekly boarder or from boarder to day student) must be requested in writing. Changes must be requested in advance with the same deadlines as withdrawal.

**No student is allowed to live by him or herself, even if he/ she has reached the age of majority.**

All boarding status changes (transfer to day programme) will be automatically refused during the academic year. The local Swiss authorities will be informed of any and all changes of status. Change of status can result in the cancellation of a student permit.

No visa or residence permit assistance will be offered to students who have changed their status from boarding to day.



### 11. Attendance

Family and social obligations must not interfere with punctual attendance at school and regular work. Absenteeism for medical reasons must be reported before 8am on the day of absence. Request to be absent for any

other reason (compassionate/ family reasons etc) must be made in writing to the Principal. If this is refused absence is recorded as unauthorized. **A student who is habitually absent from school may be asked to repeat the year and in exceptional cases may not be able to graduate.** During the school holidays and mid-term breaks, all boarding students are expected to return home, stay with parents or legal guardians or enrol on one of the planned school trips.

### 12. Health and Accident Insurance

All Full boarding students will automatically be enrolled with the school's health insurance provider upon registration.

St. George's International School will not be held responsible for failure to comply with these terms.

All students registered at St. George's International School, must be in possession of valid Health & Accident insurance that complies with the regulations of the Canton of Vaud.

### 13. Visa and Student Permit

In order to be accepted at St. George's International School, all students should be in possession of a residence permit for Switzerland, with the exception of Swiss nationals. Unless authorized by the Swiss government, no international student may start lessons without having a valid student visa or Swiss residency permit for the complete academic year.

Upon admission, the school provides assistance to the full boarding students with the application for temporary residence permits. **There will be no reimbursement or discount in case of visa refusal or late arrival due to visa issues. St. George's International School will inform the competent Swiss authorities who issued the residency permit should a student withdraw, change status or be expelled from school.**

### 14. Use of Photos and Data Protection

St. George's International School takes data protection and its responsibilities seriously to correctly and lawfully treat personal data as a data controller. We are committed to complying with legal obligations and practicing industry standards when collecting, processing and storing personal information. For more information,

please read our Privacy Notice on our website: <https://stgeorges.ch/terms>

St. George's International School asks your consent or the consent of your child if he/she is over 13 years old before using the pictures of your child taken during the school year for publicity, campaigns, promotional of our school and/or Inspired Education Group (including publications, presentation or broadcast via newspaper, internet or other media sources).

### 15. Liability for Damage and Theft

Damage to property caused by students is the sole responsibility of the parent(s), the legal guardian(s) or any student who has reached the age of 18.

St. George's International School declines all responsibility in the event of theft, including personal belongings, money, documents, jewelry or other valuables.

The parents and the student undertake to hold St. George's International School blameless and to immediately cover and indemnify in full St. George's International School for all consequences and damage resulting from the non-respect of their commitments (notably according to the General Terms and Conditions) and from any unlawful act, however small, caused intentionally or as a result of negligence by the student to any property owned by St. George's International School to the School's image and reputation.

### 16. General Liability, Acceptance, Applicable Law

For boarding students, the Principal and the Head of Boarding act in loco parentis in the absence of the child's parents.

These General Terms and Conditions invalidate and replace all previous Terms and Conditions. The school reserves the right to modify them at any time.

When the application form is signed, these General Terms and Conditions are considered accepted. The parent(s) or legal guardian(s) accept these General Terms and Conditions from the moment the student is present at St. George's International School, even if the contract is not signed.

Swiss legislation is solely applicable to all matters arising from these General Terms and Conditions and the related agreements, regardless of the country of residence of the parents or legal guardians.

**The place of legal jurisdiction is Montreux, Switzerland. The school is, however, entitled to initiate legal action before the competent tribunal at the location of the domicile of the parents or legal guardians.**

## Appendix

### A1. Summary of Services

#### Included (No Extra Charges)

- Academic reports
- Academic transcripts
- Accident insurance
- Additional training for competitions
- Airport transfer to Geneva Airport on official arrival/ departure dates and exit weekends (full boarding only)
- Break supervision by teachers
- Campus wide wi-fi
- Classroom stationery
- accident insurance
- Curricular excursions
- Dining with staff
- Field trips during Term 1 (Year 6 and above)
- IB Guidance
- IGCSE Guidance
- Individual educational plan - as appropriate
- Individual House and tutor
- Inter-House events
- International Award (DofE)
- Laundry (not dry cleaning) – Full Boarders only
- Loan of text books
- Minor medical expenses
- Morrisby testing (Year 11 only)
- Obligatory meals and snacks
- Parent Liaison Group (PLG) membership
- Parents consultation and information evenings
- Pastoral support system
- Personal School e-mail (Seniors **ONLY**)
- Preliminary SEN assessment - as appropriate
- Pupil Portal & Mobile App
- School library
- School official photographs (Individual Photo Only)
- School run co-curricular activities & clubs (On Campus)  
Juniors from 15:45 to 16:30 & Seniors from 16:30 to 18:00
- School social events
- School Nurse
- Settling in report for new students (after 3 weeks of start date)
- Sibling club - for Juniors with siblings in the Senior School (from 15:45 to 16:15)
- Social Enterprise Projects
- Student leadership programme
- Student school council
- Supervised meals
- Supervised study (Senior School **ONLY**)
- Swiss residency permit application support (Full Boarders only)
- Text books (necessary for class ordered by the school)
- Tickets to school productions
- University & Career Guidance
- Various standardised tests -as appropriate
- Visiting speakers
- Weekly Skiing Programme (Year 1 and above - Term 2 **ONLY**)
- Yearbook

#### Not Included (Charged Separately)

- Airport transport to other airports than Geneva
- Educational psychological support & counselling - as appropriate
- Examination and assessment fees
- Extra stationery
- French tuition for parents
- Holiday clubs
- Activities and trips during school Holidays
- Learning Centre fees
- Medical insurance
- Mother tongue support
- Private music tuition
- Private tuition
- Private Clubs
- Rental of school facilities
- Small class supplement (IB **ONLY**)
- Ski equipment rental
- Summer Camp
- Uniform and sports clothing
- Laundry for Weekly Boarding
- Pocket Money

**A2. Summary of Fees (Weekly Boarding)**

	Y4-5	Y6	Y7	Y8	Y9	Y10	Y11	Y12	Y13
Admission Fee	5'000	5'000	5'000	5'000	5'000	8'500	8'500	8'500	8'500
Security Deposit	4'000	4'000	4'000	4'000	4'000	4'000	4'000	4'000	4'000
Tuition & Boarding Fees	54'000	61'160	61'160	73'840	73'840	75'790	75'790	77'640	77'640
Extra Expenses									
IGCSE Charges						250	950		
IB Diploma Charges								1'500	1'500
Ski Camp & Midweek Skiing	Included								
Clubs Run by School	Included								
Other Clubs	Prices on demand								
Medical & Complimentary Insurance									
Pocket Money									
Uniform Package	Basic package from 280.- to 510.-*								

\*For further information please refer to the uniform price list available on the website

**A3. Summary of Fees (Full Boarding)**

	Y4 – Y5	Y6	Y7	Y8	Y9	Y10	Y11	Y12	Y13
Admission Fee	5'000	5'000	5'000	5'000	5'000	8'500	8'500	8'500	8'500
Security Deposit	4'000	4'000	4'000	4'000	4'000	4'000	4'000	4'000	4'000
Tuition & Boarding Fees	72'300	81'710	81'710	99'050	99'050	101'200	101'200	104'170	104'170
Extra Expenses									
IGCSE Charges						250	950		
IB Diploma Charges								1'500	1'500
Ski Camp & Midweek Skiing	Included								
Clubs Run by School	Included								
Other Clubs	Prices on demand								
Medical & Complimentary Insurance	2'700	2'700	2'700	2'700	2'700	2'700	2'700	2'700	2'700
Pocket Money	875.- to 1'750.-								
Uniform Package	Basic package from 280.- to 510.-*								

\*For further information please refer to the uniform fees available on the website



## A4. Learning Centre Fees

Levels of Support	Type of programme		Fees per year
		Gifted & Talented/ Special Education Needs (SEN)	
School Action		In-class differentiation.	No charge included
Intervention Groups		6-week Reading, Spelling or Basic Maths Intervention in a small group. Sessions take place 3 times a week for an hour.	150.- chf (per 6 weeks intervention)
Level 1		One Curricular Support session per week in the Learning Centre or within a specific class. Format to be decided by the Head of the Learning Centre.	2'160.- chf
Level 2		One learning support specialist intervention lesson (social, emotional, behavioural support, counselling services, specific remedial dyslexia and yscalculia, Speech and Language) with SEN staff.	3'500.- chf
Level 3		Two hours of extended specialist intervention (specific learning differences, diagnoses, cognitive programmes) with SEN staff.	6'200.- chf
Level 4	ELAP for students not yet integrated into the mainstream English programme.		7'500.- chf
Level 5		<b>Full SEN support.</b> Integration into mainstream where possible (depends on an individual's age and needs). Special tailor made programme with one-to-one pupil assistance, when considered necessary.	On request