



**TERMS AND CONDITIONS 2018-2019
DAY STUDENT**

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1. Enrolment

By filling in or signing the Enrolment Agreement, or by paying a portion of 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 2018-2019.

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 (8).

3. One-time Fee (For new students)

3.1 Entrance Fee

The Entrance Fee covers the administrative admissions expenses. It 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 is not credited towards the first term's fees.

| | |
|---------------------|-------------|
| Foundation Stage-Y2 | 3'000.- chf |
| Y3-Y5 | 3'500.- chf |
| Y6-Y13 | 4'500.- chf |

4. Annual Fees

4.1 Tuition Package

| | |
|------------------|--------------|
| Foundation Stage | 27'470.- chf |
| Y1-Y2 | 28'570.- chf |
| Y3-Y5 | 29'810.- chf |
| Y6 | 31'510.- chf |
| Y7- Y8 | 37'530.- chf |
| Y9 | 37'710.- chf |
| Y10-Y11 | 39'480.- chf |
| Y12- Y13 | 42'030.- chf |

4.2 Multi-child discount

| | 2 nd Child | 3 rd Child | 4 th & sub |
|-----------|-----------------------|-----------------------|-----------------------|
| FS-Y2 | 1'195.50 chf | 2'391.00 chf | 3,586.50 chf |
| Y3-Y5 | 1'227.00 chf | 2'454.00 chf | 3,681.00 chf |
| Y6 | 1'233.00 chf | 2'466.00 chf | 3,699.00 chf |
| Y7 - Y9 | 1'534.00 chf | 3'068.00 chf | 4,602.00 chf |
| Y10 - Y11 | 1'597.00 chf | 3'194.00 chf | 4,791.00 chf |
| Y12 - Y13 | 1'724.50 chf | 3'449.00 chf | 5,173.50 chf |

4.3 Meals (Snacks and Hot Lunch)

Meals are supervised by staff, as part of the education offered by St. George's International School. Meal charges are included in the Tuition Package and cover one main meal at lunch time as well as two snacks for the Senior School and one for the Junior Department.

4.4 Fixed Charges and Extra Expenses

The fixed charges are included in the Tuition Package and cover any obligatory school activities and excursions (part of the year group curriculum). They also include classroom stationery, the loan of text books, the use of educational equipment and materials, as well as university guidance.

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.

Other materials which are not included in the fixed charges will be billed separately.

Some books are lent by the school and have to be returned at the end of the academic year. In the case of a book which has not been returned, a charge will be made. Some books are used personally by the students (e.g. for exercises). These books will be charged for separately.

4.5 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 | |

4.6 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.

4.7 Minibus Transport

St. Georges' International School provides optional minibus transportation for students.

The schedules and pick-up points will be organized according to the requests received. The following areas are served:

Zone 1

- Vevey/Montreux area (including Blonay, St-Légier)
- Vevey/ Montreux train station (Shuttle)

Zone 2

- Lausanne area
- Châtel-Saint-Denis area

Other areas could be served if there are sufficient number of requests. We cannot guarantee that a bus route will reach all pick-up locations requested by parents. We reserve the right to cancel a request which cannot be fulfilled. The request can be made for one way or both (to and from school).

Places will be allocated on a "first come first served" basis, according to the date of receipt. A waiting list will be created where necessary. Once the transportation service has been confirmed, cancellations or changes will not be accepted and parents who withdraw will be charged for one complete term. Only students who are signed up may use the Minibus Transport.

For Junior School students: If an adult is not at the afternoon drop off point, and no prior parental authorization has been given to drop the child off without adult supervision, the bus driver will bring the child back to school.

The request can be made annually or per term. The invoicing is made at the end of each term.

4.8 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 (years 6 to 13) 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.

5. Payment of Fees

All fees are payable in advance against the invoice on or before the due date. "Extra Expenses" are billed at the end of each term. All invoices must be paid in full, without deduction.

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.

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 or any other circumstances not attributable to the school.

6. 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 **31/07/2018**

Term 2 **30/11/2018**

Term 3 **28/02/2019**

These dates must be strictly adhered to.

7. Consequences in Case of Late or Non-payment

If the fees are not paid by the due date, the student will not be authorized 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.

8. Withdrawal

Any withdrawal must be communicated by completing and signing the online withdrawal form (available on the school website). An announced change is only considered valid if receipt thereof has been confirmed to 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 **1st September 2018**.
- To leave the school at the end of Term 2 (March), notification must be given, to the admissions department by **1st January 2019**.
- To leave the school at the end of Term 3 (June), notification must be given, to the admissions department by **31st March 2019**.

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

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

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

If, for any reason, the Principal requires the removal of a child from the school, no claim for the reimbursement or return of any portion of the total fees for the academic year (tuition, fixed charges, etc.) will be taken into consideration.

The Principal reserves the right to suspend temporarily or exclude a pupil who fails to maintain the required standards of good character, behavior or academic effort.

If a child is asked to leave St. George's International School due to a serious infringement of the school rules, parents are expected to pick up their child by the end of the academic day for day students. The school will endeavor to contact parents/ the agent/ the legal guardian by telephone in the first instance and in writing/ by email. It is the parents' responsibility to ensure that they/ the agent/ the legal guardian can be contacted at all times by the school.

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.

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

9. 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.

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

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.

10. Attendance

Family and social obligations must not interfere with punctual attendance at school and regular work. Absenteeism for medical reasons must be reported before 8 a.m. 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 enroll on one of the planned school trips.

11. Visa and Residency 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.

No refund or reduction is possible if, following problems in obtaining a visa/Residency permit, the planned arrival is delayed.

12. Health & Accident Insurance

The parent(s) or legal guardian(s) of day students should insure their children for any accidents and illness that may occur during school and extracurricular activities.

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

13. Use of Photos and Data Protection

Please be aware that your child's photos could be used for marketing purposes. Family names will not be used. Please contact our school office if you would like to opt out. It is the responsibility of the parent/ guardian to communicate this.

Fingerprints of students from Year 4 to Year 13 will be taken, in order to grant access to our biometric doors. All data is encrypted and in compliance with the Swiss Regulations on Data Protection.

14. 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.

15. General Liability, Acceptance, Applicable law

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
- Additional training for competitions
- Break supervision by teachers
- Campus wide wi-fi
- Classroom stationery
- Complementary accident insurance
- Curricular excursions
- Early Birds Club (from 07:45 to 08:20)
- 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)
- Late Owls Club (from 16:30 to 18:00)
- Loan of text books
- Minor medical expenses
- Obligatory lunch and snacks
- Parent Liaison Group (PLG) membership
- Parent Portal & Mobile Application
- 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 services
- 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**)
- Tickets to school productions
- University & Career Guidance
- Various standardized tests -as appropriate
- Visiting speakers
- Weekly Skiing Programme (Year 1 and above - Term 2 **ONLY**)
- Yearbook

Not Included (Charged Separately)

- Airport transport
- Educational psychological support & counselling - as appropriate
- Examination and assessment fees
- Extra stationery
- French tuition for parents
- Holiday clubs
- Learning Centre fees
- Medical insurance
- Mother tongue support
- Private music tuition
- Private tuition
- Rental of school facilities
- School bus service
- Small class supplement (IB **ONLY**)
- Summer Camp
- Text books for personal use
- Uniform and sports clothing
- Weekend sports options

A2. Summary of Fees

| | FS | Y1 | Y2 | Y3 | Y4 | Y5 | Y6 | Y7 | Y8 | Y9 | Y10 | Y11 | Y12 | Y13 | |
|---------------------------------|------------------------------------|--------|--------|--------|--------|--------|--------|----------|--------|--------|--------|--------|--------|--------|--|
| Entrance Fee | 3'000 | 3'000 | 3'000 | 3'500 | 3'500 | 3'500 | 4'500 | 4'500 | 4'500 | 4'500 | 4'500 | 4'500 | 4'500 | 4'500 | |
| Tuition Package | 27'470 | 28'570 | 28'570 | 29'810 | 29'810 | 29'810 | 31'510 | 37'530 | 37'530 | 37'710 | 39'480 | 39'480 | 42'030 | 42'030 | |
| Meals | Included | | | | | | | | | | | | | | |
| Fixed Charges | Included | | | | | | | | | | | | | | |
| Extra Expenses | | | | | | | | | | | | | | | |
| IB Diploma Charges | | | | | | | | | | | | | 1'500 | 1'500 | |
| Early Birds/ Late Owls | Included | | | | | | | | | | | | | | |
| Clubs run by school | Included | | | | | | | | | | | | | | |
| Field Trips | | | | | | | | Included | | | | | | | |
| Ski Camp & Midweek Skiing | Included | | | | | | | | | | | | | | |
| Additional Lesson Support | Refer to appendix | | | | | | | | | | | | | | |
| School Bus | Refer to appendix | | | | | | | | | | | | | | |
| Uniform Package | Basic package from 280.- to 510.-* | | | | | | | | | | | | | | |

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

A3. Minibus Transport Fees

| | Zone 1 | Zone 2 |
|-------------------|-------------|-------------|
| Yearly Fee | 2'000.- chf | 2'600.- chf |
| Term 1 | 800.- chf | 1'040.- chf |
| Term 2 | 600.- chf | 780.- chf |
| Term 3 | 600.- chf | 780.- chf |

*Prices for one way only



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 | | Full SEN support. 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 |

