



TERMS AND CONDITIONS

EDUCATIONAL PROGRAMME

- The school undertakes to provide a **well-structured programme** of education which aims to prepare the student for the **British IGCSE examinations and A Levels**.
- The school undertakes to provide **fully qualified teachers** who are university graduates where appropriate, with specific subject knowledge and a recognised teaching qualification (PGCE or equivalent).
- The school undertakes to provide a **physical and cultural environment** which is supportive of the students and the programme of education. Teaching will take place in an appropriate and **secure environment**.
- The school undertakes to provide **regular feedback** about the student's progress. This will be done through personal meetings and regular correspondence. The student will be warned and parents informed if the student is not attaining the required level of achievement.
- Assuming sufficient success at IGCSE level, the students will be guaranteed the **option of a place in the A level College**.
- All students will be assessed in the initial weeks of the academic year. If the assessment shows that a student needs **additional / remedial support**, this will be strongly recommended. This may involve additional costs.
- The contract is signed on the basis of the information provided to the school at the time of enrolment. The school reserves the right to cancel the contract if it is found subsequently that the information provided was incorrect.
- The school **does not guarantee** in any shape or form the **examination results** of the student nor is it liable for any **entrance decisions** made by individual universities.

ADMISSIONS

- Places are allocated on a **first-come, first-serve** basis. **Siblings** will have priority in placement.
- Placement in a year group is based on the **age of the pupil** (cut-off date is 31st August) and their **educational background**. In some instances, a **written evaluation** will be required. The school has the final say in determining the placement of the student.
- The following **documents** should be submitted along with the application form to be considered for admission.
 - Application form
 - Health questionnaire
 - Most recent school report
 - Proof of payment of application fee (CHF 500)

ATTENDANCE & BEHAVIOUR

- The student is expected to **adhere to all guidelines** issued by the management of the school in advance and during the year.
- The student is expected to attend classes **on time** and to be present on a regular basis – all absences will be noted down and reported.
- The student is expected to **do the homework** that is set on a regular basis. Repeated failure to do so will be reported and in extreme cases may involve other sanctions.



- At the higher levels, the student is expected to study in a manner that is expected of a student on a full-time course of education which leads to national exams. Attendance at the **Study Skills Week for AS Level students is mandatory.**
- Parents are required to ensure that the student is present on time and is collected on time at the end of the school day.
- Parents are expected to **notify the school of all student absences** and are requested to follow the school calendar when planning holidays. The school reserves the right not to allow students to attend classes if they have been absent for three consecutive sessions with no valid reason.
- The student is expected to attend class in a manner that is not **distracting or threatening** to other students. In cases where the student's behaviour is consistently abusive or counter-productive, the school reserves the right to exclude or expel the student.
- The school expects the parents to treat members of staff and administration and members of the school community with **courtesy and respect**. The school reserves the right to cancel the contract of the student if the parent has shown a persistent lack of courtesy to the school community.

HEALTH

- It is obligatory for all children attending school in Geneva to have **health and accident insurance coverage**. It is also the responsibility of the parent to have the student examined by a physician and to provide the school with **a certificate** of the same.

FEES

- Please consult the separate section at the back for fee structure.
- In addition to the tuition fees students will also be billed separately for books and other materials and exam registrations.
- Any costs incurred for field trips undertaken as part of the curriculum or end-of-year trips are not included in the above.
- A small number of additional course options will be available on a Wednesday afternoon. These options are not part of this fee structure, although the same general conditions apply.
- After-school supervision (up to 17:30) as well as lunch option and transport service will be available for those parents who are interested. These will be invoiced separately.

TERMS OF PAYMENT

- Please consult separate section on the fees and payment terms at the back for details.
- There will be a **late payment fee** of CHF 250 for each reminder for overdue instalments to cover administrative and interest charges. If payment of the total amount due, including late payment fees, is not received within 15 days the contract will be deemed to have been broken and the student will be refused entry to class. Recovery proceedings will be started to recover any outstanding amounts.
- All other items (books, after-school supervision, lunches) will be billed separately on a term-by-term basis payable within 30 days. Late payment fees apply.
- Students arriving during the school year will be invoiced on a pro-rata basis.

BANK DETAILS

- Invoices can be settled by means of
 - red postal payment slips to *ASC International House – CCP 12-19582-3*
 - bank transfer to *British School Geneva – Account N° 210098.01A at UBS SA, 12 Place Cornavin 1201 Geneva – IBAN CH30 0024 0240 2100 9801 A – BIC /SWIFT UBSWCHZ80A – Clearing 240*



CANCELLATION AND WITHDRAWAL

- As British School of Geneva (part of ASC International House) is a private school, it does not have the protection of payments from the state for courses started which are not financially viable. The financial commitment is for **the entire academic year** and students leaving the school for whatever reason during the course of the year will be liable for the following fees.
- **Classes 1 – 11**
Departure before 31 December - **Tuition fees for the first term plus CHF 2000 cancellation charges.**
Departure after 31 December – **Full tuition fees**
- **A Levels**
Students leaving **during the course of the first year** will be liable for all fees relating to the **entire year.**
Any student **not continuing on to the second year**, regardless of the reason for withdrawal, will be liable for **50% of the 2nd year's fees** as cancellation charges.
Any student **withdrawing from the course during the course of the 2nd year** will remain liable for **all fees relating to the entire year.**
- **No reduction** will be made in case of absences or dismissal of the student.
- The capital development fees, registration fees and the deposit are **non-refundable** but the contract can be cancelled for up to 30 days after signature provided the course itself has not started.
- **All cancellations should be notified in writing** to the Principal of the school.
- The school has the responsibility for the welfare of all its students and staff and for that reason, students who become involved in a criminal action (theft, assault and drug-related crimes) while at the school will be suspended. If after investigation, the student was found to have committed a criminal action, they will be expelled from school with financial liability for the entire academic year.

LEGAL RIGHTS

- Matters not covered by the contract will be covered by Swiss national and cantonal law. In the event of legal action being taken by either party over this contract the matter will be decided in the courts of Geneva.
- The school reserves the right to refuse a candidate for any reason and also reserves the right to allocate the limited number of places in accordance with existing company policy.
- This document covers only the first year of enrolment. Signature of any further enrolment form automatically re-validates the above conditions.

FEES AND PAYMENT TERMS

Years 1 – 2

Registration fees (every year)	CHF	500
Capital Development Fund (one-time payment)	CHF	2000
Tuition fees per year	CHF	17,900

Years 3 – 6

Registration fees (every year)	CHF	500
Capital Development Fund (one-time payment)	CHF	2000
Tuition fees per year	CHF	18,200



Years 7 - 9

Registration fees (every year)	CHF 500
Capital Development Fund (one-time payment)	CHF 2000
Tuition fees per year	CHF 18,400

Years 10 - 11

Registration fees (every year)	CHF 500
Capital Development Fund (one-time payment)	CHF 2000
Tuition fees per year	CHF 18,700

STANDARD TERMS OF PAYMENT

Payable to confirm place:

Registration fees	CHF 500 (payable at the time of application)
Capital Development Fund (first year only)	CHF 2000
Tuition fees 1 st installment	CHF 2000

Further payments payable by 31st August, 31st December and 31st March of the academic year

Years 1 to 2	CHF 6000 / CHF 6100 / CHF 3800
Years 3 to 6	CHF 6100 / CHF 6300 / CHF 3800
Years 7 to 9	CHF 6200 / CHF 6400 / CHF 3800
Years 10 to 11	CHF 6400 / CHF 6500 / CHF 3800

FLEXIBLE TERMS OF PAYMENT

Payable to confirm place (as above)

Further payments (monthly from end of August for 10 months)

Years 1 – 2	CHF 1770 per month
Years 3 – 6	CHF 1800 per month
Years 7 – 9	CHF 1825 per month
Years 10 – 11	CHF 1860 per month

NB – these flexible terms only apply to private individuals. All fees for students sponsored by companies and international organizations are payable in full in advance.

A LEVEL COLLEGE

A Level	CHF 4500 per subject per annum
AS Level	CHF 4500 per subject per annum
Registration and admission	CHF 500 per annum
Capital Development Fee	CHF 1000 (one-time payment)

- **CHF 500** registration fee to be paid every year.
- **CHF 1000** (capital development fee) paid at the time of enrolment. This is a one-time payment.
- **CHF 1000** (non-refundable deposit) payable on registration and signing of contract to guarantee a place on the course and **deducted from final installment of the second year.**
- **50% of the first year's tuition fee** payable before 31st August of the academic year
- **50% of the first year's tuition fee** payable before 31st December of the academic year
- **50% of the second year's tuition fee** payable before 31st August of the academic year
- **50% of the second year's tuition fee** (minus the deposit amount) payable before 31st December of the academic year.

I have read, understood and accept the terms and conditions of this contract

Date

Signature