



TERMS AND CONDITIONS 2023-2024 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, legal guardian or the **Signatory party** 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 2023-2024.

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

2. RE-ENROLMENT

Current pupils 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 PUPILS)

3.1 ADMISSION FEE

The Admission Fee is payable within 10 working days once a pupil 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 pupils transferring from another international school in Switzerland, a reduction of 50% will be applied on the Admission Fee.

	Weekly boarding	Full boarding
Y6-Y13	CHF 8'500.—	CHF 8'500.—

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 pupil leaves St. George's and when the account is fully settled.

4. ANNUAL FEES

Full boarders spend the whole term on campus and return home during the holidays.

Weekly boarders spend five nights per week on campus and return home during the weekends.

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
Y6 - Y7	CHF 67'010.—	CHF 90'620.—
Y8 - Y9	CHF 80'860.—	CHF 109'190.—
Y10 - Y11	CHF 82'990.—	CHF 112'250.—
Y12 - Y13	CHF 85'010.—	CHF 115'520.—

4.2 SIBLING DISCOUNT

	2 nd Child	3 rd Child	4 th & sub
Y6	CHF 1'353.50	CHF 2'707.00	CHF 4'060.50
Y7 - Y9	CHF 1'684.50	CHF 3'369.00	CHF 5'053.50
Y10	CHF 1'753.00	CHF 3'506.00	CHF 5'259.00
Y11	CHF 1'773.00	CHF 3'546.00	CHF 5'319.00
Y12 - Y13	CHF 1'892.50	CHF 3'785.00	CHF 5'677.50

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 pupils in the IGCSE section (Years 10 and 11). This charge covers expenses directly related to the IGCSE as well as examination expenses amongst other expenses.

Year 10	CHF 250.—
Year 11	CHF 1'050.—

5.2 IB DIPLOMA CHARGES

The International Baccalaureate (IB) charge is a flat fee for pupils 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	CHF 1'500.—
Year 13	CHF 1'500.—

5.3 SCHOOL UNIFORM

All St. George's pupils must 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.

5.4 LEARNING CENTRE

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

- Pupils who show particular strengths and talents
- English Language Acquisition Programme (ELAP) and Integration Support for pupils who do not yet have the language skills to access the academic curriculum
- Pupils with study needs who would benefit from some regular tutoring during the school day or after school
- Pupils who need additional curricular support
- Pupils who need support as a result of absence due to sporting commitments
- Pupils with reduced timetable and/or studying IB self-taught courses
- Pupils 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 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, pupils 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 pupil'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 pupils. 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 or credit card. A 3% 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.

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 30/06/2023

Term 2 30/11/2023

Term 3 28/02/2024

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 pupil will be suspended from attending school (ie: activities, examinations or graduation). Reports, diplomas, recommendations or grade sheets will not be released until all financial obligations of the parents are settled.

Pupils will only be suspended from boarding for a maximum of 1 week before being required to return home.

The parents or the Signatory party 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, guardians or the Signatory party agree to instruct their bank accordingly. Expenses incurred by St. George's International School in the collection process will be charged to the parents or Signatory party.

9. WITHDRAWAL

Any withdrawal must be communicated by contacting the Admissions Department in writing at admissions@stgeorges.ch. 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 **31st August 2023**.
- To leave the school at the end of Term 2 (March), notification must be given to the admissions department by **31st December 2023**.
- To leave the school at the end of Term 3 (June), notification must be given to the admissions department by **31st March 2024**.

If the deadline for notification is not adhered to, the following term's Tuition and Boarding Fees are due in their entirety. No exceptions can be made.

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 a child is asked to leave St. George's International School due to a serious infringement of the school rules and policies, parents are contacted without delay. The pupil is accompanied to the airport with a school representative who is entitled to board the concerned pupil 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 arrivals area of the destination 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 pupil. 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 pupils are charged to the parents or the Signatory party.

All expenses related to the exclusion of a pupil will be charged to the Parents or the Signatory party.

10. CHANGES OF STATUS

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

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

The local Swiss authorities will be informed of any and all changes of status. Change of status can result in the cancellation of a pupil permit.

No visa or residence permit assistance will be offered to pupils 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 unauthorised. **A pupil 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 pupils are expected to return home, stay with parents or legal guardians or enroll on one of the planned school trips. School is closed to boarding during the holiday breaks with the exception of Ascension and Pentecost. Weekly boarders are expected to return home during weekends. They may request to stay for a weekend and pay a daily rate pro-rated accordingly.

12. HEALTH AND ACCIDENT INSURANCE

All Full boarding pupils 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 pupils 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 PUPIL PERMIT

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

The family must take the full responsibility to apply for a valid visa in order to be able to enter Switzerland for education purposes. A Schengen visa is not a valid document to permit a pupil to enter Switzerland and receive his/her education.

Upon admission, the school provides assistance to the full boarding pupils 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 pupil 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://www.stgeorges.ch/privacy-notice>

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 Schools (including publications, presentation or broadcast via newspaper, internet or other media sources).

15. LIABILITY FOR DAMAGE AND THEFT

Damage to property caused by pupils is the sole responsibility of the parent(s), the legal guardian(s), the Signatory party or any pupil 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, jewellery or other valuables.

The parents and the pupil 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 School Policies and Swiss law) and from any unlawful act, however small, caused intentionally or as a result of negligence by the pupil to any property owned by St. George's International School to the School's image and reputation.

16. SAFEGUARDING

St. George's International School is committed to safeguarding and promoting the welfare of children and young people and expects all staff, parents and volunteers to share this commitment. There is a Designated Safeguarding Lead and Deputy Safeguarding Officer who works closely with staff, parents and pupils, as well as the local authorities, to ensure child protection policies are followed both on campus and when off-site at competitions, on excursions or residential trips.

17. GENERAL LIABILITY, ACCEPTANCE, APPLICABLE LAW

For boarding pupils, 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 and will inform parents accordingly.

When the application form is signed, these General Terms and Conditions are considered accepted. The parent(s), the legal guardian(s) or the signatory party accept these General Terms and Conditions from the moment the pupil 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.

St. George's International School is not liable for any costs or damages due to delay or nonperformance under these General Terms and Conditions arising out of any cause or event beyond the School's control, including, without limitation, cessation of services hereunder or any damages resulting therefrom to the other party as a result of closure of the school, power or other mechanical failure, natural

disaster, epidemics, pandemics, terrorism, governmental action or recommendation.

St. George's International School will not be liable to refund any fees or other monies it has received in case of closure of the school for the above reasons.

In the event any provision or part of these General Terms and Conditions is found to be invalid or unenforceable, only that particular provision or part so found, and not the entire Terms and conditions, will be inoperative.

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.

These General Terms and Conditions are made in French and English. In the event of a dispute as to the terms of this Agreement the English version shall prevail.

APPENDIX

A1. SUMMARY OF SERVICES

Included (No Extra Charges)

- Academic reports
- Academic transcripts
- Accident insurance
- Activities & clubs run by school staff (On Campus) Juniors from 15:20 to 17:00 & Seniors from 16:30 to 18:00
- Additional training for competitions
- Airport transfer to Geneva/Zurich Airport on official arrival/ departure dates (full boarding only)*
- Transfer to Montreux or Vevey train station included on official arrival/departure dates (full boarding only)*
- Break supervision by teachers
- Campus wide wi-fi
- Classroom stationery
- Curricular excursions
- Dining with staff
- Fitness studio
- Field trips (Year 6 and above)
- IB Guidance
- IGCSE Guidance
- Individual educational plan – as appropriate
- Individual House and tutor
- Inter-House events
- Laundry (not dry cleaning) – Full Boarders only
- Loan of text books
- Morrisby testing (Year 11 only)
- Obligatory meals and snacks
- Parents consultation and information evenings
- Pastoral support system
- Personal School e-mail (Seniors and Middle school **ONLY**)
- Preliminary SEN assessment - as appropriate
- Pupil Portal & Mobile App
- School library
- School official photographs (Individual Photo Only)
- School social events
- School Nurse
- Settling in report for new pupils (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
- Pupil leadership programme
- Pupil school council
- Supervised meals
- Supervised study
- Swiss residency permit application support (Full Boarders only)
- Tickets to school productions
- University & Career Guidance
- Various standardised tests -as appropriate
- Visiting speakers
- Weekly Skiing Programme (Year 1 and above - Term 2 **ONLY**) and ski camp
- Yearbook

*Official Arrival and Departure dates

- 27.08.2023, 28.08.2023, 20.10.2023, 29.10.2023, 15.12.2023
 - 07.01.2024, 17.02.2022, 25.02.2024, 29.03.2024
 - 14.04.2024, 21.06.2024

Not Included (Charged Separately)

- Airport transport to other airports than Geneva and Zurich
- Transfer to train station other than Montreux and Vevey
- Educational psychological support & counselling - as appropriate or another therapy service that is deemed appropriate , i.e Physio, speech and language therapy
- Examination and assessment fees
- Extra stationery
- Holiday clubs
- International Award (DofE)
- Activities and trips during school Holidays
- Learning Centre fees
- Medical insurance
- Mother tongue support
- Private music tuition
- Private tuition
- Private Clubs
- Small class supplement (IB **ONLY**)
- Ski equipment rental
- Summer Camp
- Textbooks
- Uniform and sports clothing
- Laundry for Weekly Boarding
- Pocket Money

A2. SUMMARY OF FEES (WEEKLY BOARDING)

		Y6	Y7	Y8	Y9	Y10	Y11	Y12	Y13
Admission Fee	8'500								
Security Deposit	4'000								
Tuition & Boarding Fees		67'010	67'010	80'860	80'860	82'990	82'990	85'010	85'010
Extra Expenses									
IGCSE Charges						250	1'050		
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	Not included								
Pocket Money	Not included								
Uniform Package	Basic package from 300.- to 545.-								

A3. SUMMARY OF FEES (FULL BOARDING)

		Y6	Y7	Y8	Y9	Y10	Y11	Y12	Y13
Admission Fee	8'500								
Security Deposit	4'000								
Tuition & Boarding Fees		90'620	90'620	109'190	109'190	112'250	112'250	115'520	115'250
Extra Expenses									
IGCSE Charges						250	1'050		
IB Diploma Charges								1'500	1'500
Ski Camp & Midweek Skiing	Included								
Clubs Run by School	Included								
Other Clubs	Prices on demand								
Medical & Complementary Insurance		2'700	2'700	2'700	2'700	2'700	2'700	2'700	2'700
Pocket Money		1'050.— to 1'750.—							
Uniform Package		Basic package from 300.— to 545.—							

A4. LEARNING CENTRE FEES

Levels of Support	Type of programme	Fees per year
	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 three times a week for an hour.	CHF 150.— (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.	CHF 2'160.—
Level 2	One learning support specialist intervention lesson (social, emotional, behavioural support, counselling services, specific remedial dyslexia and dyscalculia, Speech and Language) with SEN staff.	CHF 3'500.—
Level 3	ELAP for pupils not yet integrated into the mainstream English programme.	CHF 3'750.—
Level 4	Two hours of extended specialist intervention (specific learning differences, diagnoses, cognitive programmes) with SEN staff.	CHF 6'200.—
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