



TERMS AND CONDITIONS 2023-2024 DAY

1. Enrolment	2
2. Re-enrolment	2
3. One-time Fee (For new pupils)	2
3.1 Admission Fee	2
4. Annual Fees	2
4.1 Tuition Package	2
4.2 Sibling discount	2
4.3 Meals (Snacks and Hot Lunch)	2
4.4 Fixed Charges and Extra Expenses	2
4.5 IGCSE Charges	2
4.6 IB Diploma Charges	3
4.7 School Uniform	3
4.8 Minibus Transport	3
4.9 Learning Centre	3
5. Payment of Fees	3
6. Termly Billing	4
7. Consequences in Case of Late or Non-payment	4
8. Withdrawal	4
9. Changes of Status	5
10. Attendance	5
11. Visa and Residency Permit	5
12. Health & Accident Insurance	5
13. Use of Photos and Data Protection	5
14. Liability for Damage and Theft	5
15. Safeguarding	5
16. General Liability, Acceptance, Applicable law	6
Appendix	7
A1. Summary of Services	7
A2. Summary of Fees	8
A3. Minibus Transport Fees	8
A4. Learning Centre Fees	9

1. ENROLMENT

By filling in or signing the Enrolment Agreement, or by paying a portion of the total amount due indicated therein, the parents, legal guardian or any other 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 (8).

3. ONE-TIME FEE (FOR NEW PUPILS)

3.1 ADMISSION FEE

The Admission Fee covers the administrative admissions expenses. It 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 is 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.

Foundation Stage-Y2	CHF 3'000.—
Y3-Y5	CHF 3'500.—
Y6-Y13	CHF 4'500.—

4. ANNUAL FEES

4.1 TUITION PACKAGE

Foundation Stage	CHF 30'010.—
Y1-Y2	CHF 31'220.—
Y3-Y5	CHF 32'580.—
Y6	CHF 34'600.—
Y7- Y8	CHF 41'220.—
Y9	CHF 41'400.—
Y10	CHF 43'340.—
Y11	CHF 43'740.—
Y12- Y13	CHF 46'130.—

4.2 SIBLING DISCOUNT

	2 nd Child	3 rd Child	4 th & sub
FS–Y2	CHF 1'306.50	CHF 2'613.00	CHF 3'919.50
Y3-Y5	CHF 1'341.00	CHF 2'682.00	CHF 4'023.00
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

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 lunchtime as well as one snacks for the Senior School and two for the Junior School.

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 textbooks, 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 must 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 pupils (e.g. for exercises). These books will be charged for separately.

4.5 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.—

4.6 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.—

4.7 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.

4.8 MINIBUS TRANSPORT

St. Georges' International School provides optional minibus transportation for pupils (from 3 years old onwards).

The schedules and pick-up points will be organised according to the requests received.

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 return (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 pupils who are signed up may use the Minibus Transport.

For Junior School pupils: If an adult is not at the afternoon drop off point, and no prior parental authorisation 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.

Please see appendix A3 for the minibus fees.

4.9 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 (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, 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 A4 for the Learning Centre Fees.

5. 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. 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.

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 30/06/2023
Term 2 30/11/2023
Term 3 29/02/2024

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 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.

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.

8. 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 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 **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 Fees are due in their entirety. No exception can be made.

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, 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, behaviour or academic effort.

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 expected to pick up their child by the end of the academic day for day pupils. 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 time by the school.

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

All expenses related to the exclusion of a pupil 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 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.

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

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.

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 pupil who is habitually absent from school may be asked to repeat the year and in exceptional cases may not be able to graduate.

11. VISA AND RESIDENCY PERMIT

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.

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 pupils 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

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).

14. 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, jewelry 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 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.

15. 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 work 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.

16. 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), 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, legal guardians or the Signatory party.

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
- 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
- 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 (Year 6 and above)
- IB Guidance
- IGCSE Guidance
- Individual educational plan - as appropriate
- Individual House and tutor
- Inter-House events
- Loan of text books
- Morrisby testing (Year 11 only)
- 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 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
- School social events
- Pupil leadership programme
- Pupil 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**) and ski camp
- Yearbook

Not Included (Charged Separately)

- Activities & clubs run by external coaches : Juniors from 15:20 to 17:00 & Seniors from 16:30 to 18:00
- Educational psychological support & counselling - as appropriate speech and Language other therapy services deemed required.
- Examination and assessment fees
- Extra stationery
- French tuition for parents
- International Award (DofE)
- Late Owls Club (from 17.00 to 18.00)
- Learning Centre fees
- Medical insurance
- Mother tongue support
- Private music tuition
- Private tuition
- Private clubs
- Rental of school facilities
- School bus service
- Small class supplement (IB **ONLY**)
- Summer Camp
- Textbooks 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
Admission 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	30'010	31'220	31'220	32'580	32'580	32'580	34'600	41'220	41'220	41'400	43'340	43'740	46'130	46'130
Meals	Included													
Fixed Charges	Included													
Extra Expenses														
IGCSE Charges											250	1'050		
IB Diploma Charges												1'500	1'500	
Early Birds	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 300.— to 545.—													

A3. MINIBUS TRANSPORT FEES

DOOR TO DOOR PICK UP/DROP OFF

For pick up and drop off at your designated home address.

Zone 2

- Lausanne area
- Châtel-Saint-Denis area

	Zone 1	Zone 2
Yearly Fee	CHF 2'000.—	CHF 2'600.—
Term 1	CHF 800.—	CHF 1'040.—
Term 2	CHF 600.—	CHF 780.—
Term 3	CHF 600.—	CHF 780.—

*Prices for one way only

* Zone 1

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

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