



Ecole Internationale de Genève
International School of Geneva



General & Financial Conditions

School Year 2016 - 2017



School Calendar 2016 - 2017

1st TERM: 31 August - 16 December 2016

DG's address to the Foundation staff	Wednesday 31 st August 2016
Term starts for staff	Thursday 1 September
Pedagogical day	Friday 2 September
Classes begin	Monday 5 September
Jeûne genevois	Thursday 8 September (no classes at La Grande Boissière or the Campus des Nations)
Jeûne fédéral	Monday 19 September (no classes at La Châtaigneraie)
Pedagogical day	Friday 21 October (no classes)
Half-term	Monday 24 October through Friday 28 October
Classes resume	Monday 31 October
Classes end	Friday 16 December (at 12 noon)
Winter break	Friday 16 December (at 12 noon) through Friday 6 January

2nd TERM: 9 January - 7 April 2017

Classes resume	Monday 9 January 2017
Half-term	Monday 13 February through Friday 17 February
Pedagogical day	Monday 20 February (no classes)
Classes resume	Tuesday 21 February
Classes end	Friday 7 April
Spring break	Monday 10 April through Friday 21 April

3rd TERM: 24 April - 30 June 2017

Classes resume	Monday 24 April 2017
Ascension	Thursday 25 May and Friday 26 May
Whit Monday	Monday 5 June
Pedagogical day	Tuesday 6 June (no classes)
Classes end	Friday 30 June (at 12 noon)

Enrolment Contract – General Conditions



Educational Programme and Placement

The School undertakes, in accordance with principle 4 of the admissions policy, to guarantee each student who is enrolled, access to the educational opportunities provided by the Foundation, that are appropriate to his/her needs. The School will only accept those students who can benefit from the education that is provided. It is the responsibility of school Principals, within a set of general guidelines laid down by the Director General, to apply this criterion in particular cases.

To ensure the application of this principle, the following conditions apply:

- The first six weeks of school are probationary and during this period the suitability of courses and classes will be assessed. The school reserves the right to cancel the Enrolment Contract if the assessment shows that it is unable to offer the education that a particular student needs.
- If the assessment shows that a student needs educational assistance beyond the general programme provided by the school, the Principal may deem additional support to be required. Any costs incurred by such support services are charged in addition to the regular school fees.
- The class indicated on the Enrolment Contract should be considered provisional and may be changed by the Principal if she/he deems this to be appropriate.
- The Enrolment Contract is offered on the basis of the information available to Principals at the time of accepting the student. As stated on the application form, the School reserves the right to cancel a place if the information supplied is inadequate or incorrect and it judges that it is unable to offer the education that a particular student needs.

School Rules / Expectations of Students

Parents undertake to ensure that their children respect all school rules and in particular the obligation to attend classes on a regular basis throughout the school year. Students agree that information regarding school work such as reports and attendance be communicated to the person signing the Enrolment Contract (parent or legal guardian).

The School reserves the right to exclude or expel a student who does not respect the school rules.



Enrolment Contract – General Conditions

Exclusion and Expulsion

The School may exclude or expel a student when it believes that this is in the student's or other students' best interests.

Expectations of Parents

The School expects parents to treat other members of the school community with courtesy and respect. The School reserves the right to cancel an Enrolment Contract if it judges that a parent has shown a persistent lack of courtesy and respect to members of the School community.

Health

All children attending school have to have health and accident insurance coverage.

Parents are responsible for having a doctor complete the school's "medical certificate/physical examination". If this is not completed, entry to school can be delayed until an authorised doctor has examined the child. The parents are responsible for the cost of this examination.

Subject choices

For programmes where students are required to select options from a range of subjects offered, for example for the IB Diploma, the Foundation reserves the right not to run classes in a subject if there is insufficient demand. Each school will determine its required minimum number of students for a course to run.

International Baccalaureate (IB) Regulations

Parents whose children are enrolled in an International Baccalaureate programme (Primary Years Programme, Middle Years Programme, Diploma Programme, or International Baccalaureate Career-related Certificate) accept, in signing the School's Contract, the IB regulations that apply to these programmes.

Copies of the IB regulations for the relevant programme are issued to parents by school Principals and can be consulted on the individual school pages of the web site.

Enrolment Contract – General Conditions



Living Arrangements

Students must live with their parents or a close relative who can be named legal guardian and the School reserves the right to terminate the Enrolment Contract if this is not the case.

Policy for the use of images and recordings of students by the school

The school may wish to photograph, film or record students for certain events within the context of their school education. These images may be used in school brochures or other publications, on the public website or in social media channels or displayed around campus, for example on digital information screens or posters. We may also use video footage or web camera recordings during interschool conferences or educational projects.

From time to time our campuses may be visited by the media who could take photographs, film footage or make recordings. Students may appear in these images which may be issued in local, national and international newspapers, and televised or broadcasted programmes.

In the above circumstances, the following conditions of use of images and recordings of students apply:

1. Personal details or full names (first name and surname) will not be disclosed on pictures or alongside a picture or recordings (of a minor) without the express permission of a parent or legal guardian.
2. Personal details such as email addresses, postal addresses, telephone or fax numbers will not be disclosed.
3. The school will only use pictures of appropriately dressed students.
4. The permission to use images or recordings is for an unlimited period of time. Archived images and recordings can be used by the school.
5. The school will not sell images or recordings to third parties.
6. The school will not pay students for images or recordings.

Whilst in Switzerland authorisation from parents/ legal guardians prior to the use of photographs or recordings of minors is compulsory, in enrolling your child at Ecolint you are considered to have consented to such usage by default, unless you expressly communicate your disagreement.

The school reserves the right to use, without prior permission from parents or legal guardians, images or recordings of students for internal use (for example: on the password protected part of the website and publications) to be distributed to members of the school community, which includes parents, staff and alumni).

Public events

Whilst we encourage spectators at our shows and public events to refrain from recording them to avoid disturbing other spectators or the performers, such is the nature of our increasingly connected world that this practice has become commonplace.

Parents/guardians of students who participate in events which are open to the public (e.g. school concerts, dance shows, theatrical productions, sports matches, end-of-year exhibitions) therefore expressly consent to images of their children being recorded and acknowledge that Ecolint cannot prevent third parties from using their own image recording devices (e.g. smartphones, tablets, digital cameras) to capture images of students. Parents equally acknowledge that Ecolint has no control of the usage made of these images or recordings by third parties.

Sports fixtures

It should be noted that it has become standard practice for many schools to film sports matches and to use such footage either to live-stream to the internet or to share on social media channels such as YouTube and Facebook. In agreeing for their children to take part in competitive sports against other schools, parents/guardians expressly consent that their children's image be recorded and used in this way and acknowledge that Ecolint can take no responsibility for the use made of images and recordings by third parties whilst our students are engaged in school-related activities in a location outside of our campuses.



Financial Conditions

1 Fees for New Students

Application Fee:

Parents who wish to apply for a place for their child need to complete an application form online. A non-refundable, non-deferrable application fee of CHF 250 is payable for each child.

Registration Fee:

CHF 2,500. This fee covers the administrative costs of processing the registration, for all new students or students returning to school after an absence of two years or more.

Capital Development Fund Fee:

CHF 4,000. The Capital Development Fee is a one-time fee used for the continual improvement and upgrading of the school environment.

The Registration and Capital Development Fund Fees are non refundable and payable to confirm places. In addition, the Enrolment Contract must be signed and either uploaded into the online enrolment system or returned to the Finance department. These fees must be paid **within 15 days of acceptance of the place otherwise the Enrolment Contract will be cancelled.**

The settlement of these fees shall be made by bank transfer to the account of the:

“Fondation de l’Ecole Internationale de Genève”

No 240-289.946.20F, at UBS SA, rue du Rhône 8, CH-1204 Geneva.

IBAN: CH45 0024 0240 2899 4620 F

SWIFT/BIC: UBSWCHZH80A

2 Advance payment on tuition fees for re-enrolment

The advance payment on tuition fees for re-enrolment is CHF 1,000 per child, non-refundable should the student not return. Places for re-enrolled students will be secured only after the re-enrolment contract and the advance payment are received. However, the amount paid will be deducted from the first instalment of fees.

The deadline for re-enrolment is 1st March 2016.

Financial Conditions



3 General Information

Enrolment Contract:

These General and Financial Conditions, and the Enrolment Contract, state the terms under which students are accepted into the School.

4 Conditions of Payment

The financial commitment is for the full year. No reduction will be made by the School in case of cancellation or non-respect of the General and Financial Conditions and the Enrolment Contract by the student or by the person responsible for paying the tuition; or in case of any absences, withdrawal or dismissal of the student except as provided for below in paragraph 5 (Cancelled Enrolment and Withdrawals).

Tuition fees are payable by the following dates, using the references of the relevant invoice:

- 1st instalment 20% due at 30th June 2016
- 2nd instalment 30% due at 31st August 2016
- 3rd instalment 30% due at 31st December 2016
- 4th instalment 20% due at 31st March 2017

Any other invoice must be settled at the latest on the due date indicated on the invoice.

Late Payment Charge:

The School reserves the right to charge a late payment fee on each overdue instalment. This fee can amount to a maximum of 1.25% of the amount due per month of delay, and will cover interest charges and administrative costs.

Failure to Pay Invoices:

The Foundation has the right to refuse entry to class and final examinations, and to withhold diplomas, reports and transcripts for students whose invoices are not settled on due date.

Important notice:

For settlements, please inform us of your preferred payment method (LSV, e-payment through your bank platform, or bulletin de versement (BVR) for which please use the payment slip attached to the invoice).

In exceptional cases, settlements can be made by bank transfer to the account of the: "Fondation de l'Ecole Internationale de Genève"

No 240-289.946.20F, at UBS SA, rue du Rhône 8, CH-1204 Geneva.

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Financial Conditions

5 Cancelled Enrolment and Withdrawals

Deadlines and Penalties:

All notifications must be made in writing with the exact departure date and should be sent by e-mail or by registered post to the Admissions office according to the following detailed deadlines. When a student has reached majority, the letter should be signed by the student and by the person responsible for paying the tuition.

Withdrawal communicated	Penalty
Until April 30 th , 2016 (inclusive)	None (but no reimbursement of non-refundable fees)
Between May 1 st and June 15 th , 2016 (inclusive)	15% of annual tuition fees
Between June 16 th and July 31 st , 2016 (inclusive)	20% of annual tuition fees
Between August 1 st and August 31 st , 2016 (inclusive)	25% of annual tuition fees
Between September 1 st and September 30 th , 2016 (inclusive)	1 st school term
Between October 1 st and December 31 st , 2016 (inclusive)	1 st and 2 nd school term
From January 1 st , 2017	100% of annual tuition fees

Any started school term is entirely due. The payment indicated in the table above will be adjusted accordingly. For example, a withdrawal scheduled in February and announced before September 30th will be invoiced for the entire 1st and 2nd terms.

Financial Conditions



6 Tuition Fees (CHF)

	Total Annual Fees	1 st instal. 30.06 (20%)	2 nd instal. 31.08 (30%)	3 rd instal. 31.12 (30%)	4 th instal. 31.03 (20%)
Pre-Reception (mornings + 2 afternoons)	19,770	3,954	5,931	5,931	3,954
Reception	26,662	5,332	7,999	7,999	5,332
Classes 1 to 4	26,922	5,384	8,077	8,077	5,384
Classes 5 to 6	27,982	5,596	8,395	8,395	5,596
Classes 7 to 9	31,312	6,262	9,394	9,394	6,262
Classes 10 to 11	32,764	6,552	9,830	9,830	6,552
Classes 12 to 13	33,916	6,783	10,175	10,175	6,783

Extended Support Programme:

This is a special programme offered on all campuses for a few students with moderate to complex learning needs. Tuition fees for students that are enrolled in the "Extended Support Programme" are double those above.

For Tuition Fees only, students arriving during the school year will be invoiced on a pro-rata basis starting October based on the commencement date agreed with the Admissions department when the Enrolment contract was signed.

Tuition Fees do not include in particular the following:

- Annual Capital Funds of CHF 500 (for capital cost and equipment)
- Textbooks, exercise books and reproduction materials (classes 7 – 13)*
- Tutorial fees including "World Languages", which can be obtained from school secretaries
- Fees for external examinations including the International Baccalaureate and Maturité suisse
- Study and cultural trips (e.g. field week) – winter sports outings
- Transport and restaurant services*
- Extra-curricular activities
- All other courses, lessons etc... not included in the mandatory programme

To enable better planning, each school will publish in the summer a calendar of activities for each class and their estimated cost.

All these items will be invoiced separately.

** Subject to 2.5% or 8% VAT - If you are tax exempt, please provide your exemption documents that you can obtain from your employer.*



Financial Conditions

For information, the invoicing schedule is summarised in the table below. The indicated dates correspond to the relevant invoices' deadlines.

	Registration time	30.06	31.08	15.10
Registration Fees	New students only			
Capital & Development Funds	Contribution (new students only)	Annual Capital Funds (all students)		
Tuition Fees	Re-enrolment advance payment	1 st Instalment 20% (less re-enrolment advance payment)	2 nd Instalment 30%	
Trips & Activities				
Transport - Cafeteria				1 st term
After School Care - Exams				
Books & School Supplies				

	31.12	31.03	30.04	June Miscellaneous
Registration Fees				
Capital & Development Funds				
Tuition Fees	3 rd Instalment 30%	4 th instalment 20%		
Trips & Activities	Activities / outings / trips		Activities / outings / trips	Activities / outings / trips
Transport - Cafeteria	2 nd term	3 rd term		
After School Care - Exams	ASC 1 st term / IB fees / other exams		ASC 2 nd term / other exams	ASC 3 rd term / other exams
Books & School Supplies	1 st term		2 nd term	Miscellaneous

1. New students enrolled after June 30th will be invoiced at the first invoicing date following their enrolment
2. June 2017 will include final invoice for all miscellaneous due payments
3. Financial statements / attestations will only be provided once accounts are fully settled

Financial Conditions



7 Financial Aid

Bursaries:

The Bursary Committee can allocate financial assistance, with the funds available, to those who may encounter temporary financial difficulties. Application forms may be obtained from the Financial Director's office. Bursaries are for one year only and are for students who are already attending the International School of Geneva.

Multi-Child Discount:

For parents who do not receive an Educational Grant and / or families who do not benefit from the coverage of tuition fees (even partial) (certificate from employer will be requested) the following discount is available on request:

For parents who have three or more children attending the School, a reduction of the tuition fees is granted upon request. This discount is: 10% for the third child, 15% for the fourth child and 20% for each additional child. Forms can be obtained from the Accounting Department. Application must be renewed before the start of each new school year and no retroactivity of this allowance will be granted for school years preceding the current one.

Disagreement:

Any dispute arising from the Enrolment Contract and / or the General and Financial Conditions is submitted to the exclusive jurisdiction of the Geneva courts. The Enrolment Contract and the General and Financial Conditions are governed by Swiss law.



Restaurant Service

Subscriptions:

Subscriptions are annual. Subscription data will be electronically entered in the student ID card which will be scanned at the cash counter.

Lunch card rates:

La Grande Boissière, La Châtaigneraie, Campus des Nations

		1 st term (CHF)	2 nd term (CHF)	3 rd term (CHF)	Total (CHF)
Pre-reception	(2 days)	162	144	108	414
Reception, classes 1 to 2	(4 days)*	318	282	210	810
Reception, classes 1 to 2	(5 days)	402	354	270	1,026
Classes 3 to 6	(4 days)*	424	376	280	1,080
Classes 3 to 6	(5 days)	536	472	360	1,368
Classes 7 to 9	(4 days)*	583	517	385	1,485
Classes 7 to 9	(5 days)	737	649	495	1,881
Classes 10 to 13	(4 days)*	663	588	437	1,688
Classes 10 to 13	(5 days)	838	738	562	2,138

4 days = Monday, Tuesday, Thursday and Friday

Certain options are available only at some campuses, depending on the class group.

The full list of options for each campus are available on the online registration forms.

Restaurant prices are subject to 8% VAT.

How to register:

Registration forms are available on the website: my.ecolint.ch > **Campus Info** > **Cafeteria** (<https://my.ecolint.ch/foundation/registration/cafeteria>).

If you have trouble registering online, it is also possible to enrol in person at the campus services office of each campus.

Payment:

Lunch cardholders will be invoiced each term. All other payments are to be made in cash (Primary restaurants excluded).

Cancellation:

- Cancellation of cafeteria services are accepted **at the end of each term for the following term**. They should be made in writing and sent to the Campus Service Office at least 1 month before the end of the term. Failure to comply with this condition implies that the School will charge you in full for the service.
- In the event of an illness lasting more than four weeks, a refund will be considered on request and on production of a medical certificate.

Transport service



The International School of Geneva provides a transport service to and from its campuses.

Application:

As places are limited, please reserve your child's place as soon as possible. Registration forms are available on the website:

my.ecolint.ch > Campus Info > Transport

(<https://my.ecolint.ch/foundation/registration/transport>).

If you have trouble registering online, it is also possible to enrol in person at the campus services office of each campus.

La Grande Boissière

+41 (0)22 787 24 03

Mr. J.-C. Blanc

jean-charles.blanc@ecolint.ch

La Châtaigneraie

+41 (0)22 960 91 05

Mr. J.-V. Marcacci and Mr. V. Nicollier

transports.cha@ecolint.ch

Campus des Nations

+41 (0)22 770 47 43

Mr. M. Thevenaz

martial.thevenaz@ecolint.ch

The following priorities will be taken into consideration:

- Minimum number of students required to maintain and/or open a route
- Enrolment within the time limit
- Children having regularly taken the bus last year
- Zones not well served by public transport (TPG) and requested by a certain number of parents
- Round trip requests
- Age of the child
- Distance from school
- Length of time spent by children in bus

For security reasons children under five years are not allowed to use the transport service.

Transport Schedule:

The scheduled bus route must be adhered to and students must be at the stop they are enrolled for at the correct time. No changes in the services will be made without the consent of the transport office.



Transport service

Services:

- The School reserves the right to withdraw transport privileges from a child who is not complying with regulations and behaviour requirements associated with bus transport
- Occasional riders and/or guests must obtain authorisation from the transport office and will be billed proportionally to the term rate

Cost/Cancellation:

Transport costs are in addition to tuition costs. No deductions will be made for absence due to irregular school hours. **Cancellation of transport services are accepted at the end of each term for the following term. They should be made in writing and sent to the Campus Service Office at least 1 month before the end of the term. Failure to comply with this condition implies that the School will charge you in full for the service.**

Transportation fees are subject to 8% VAT.

A. Round-trip

B. One way journey

Zone	1 st term	2 nd term	3 rd term	TOTAL	1 st term	2 nd term	3 rd term	TOTAL
1	1,275	1,105	860	3,240	955	830	645	2,430
2	1,360	1,180	915	3,455	1,020	885	685	2,590
3	1,400	1,210	950	3,560	1,050	915	710	2,675
4	1,485	1,290	1,005	3,780	1,115	970	755	2,840
5	1,615	1,400	1,090	4,105	1,210	1,050	815	3,075

Notes:

- Zones have been established based on distance and travel time.
- Itineraries and stops will be established in response to specific demands and will be confirmed by letter before the end of August.
- One or two pick-up and drop-off points will be designated per area. Children are requested to wait at the bus stop at least 5 minutes prior to the confirmed pick-up time. Door to door service cannot be provided.
- Certain long itineraries may be subject to an extra fee.

Transport Service



La Grande Boissière

- ZONE 1:** Champel, Chêne, Conches, Florissant, Gradelle
- ZONE 2:** Geneva, Cologny, Thônex, Vandoeuvres
- ZONE 3:** Charmilles, Châtelaine, Choulex, Collonge-Bellerive, Jussy, La Capite, Meinier, Petit-Saconnex, Puplinge, Presinge, Troinex, Vézenaz, Veyrier
- ZONE 4:** Anières, Bernex, Bellevue, Chambésy, Confignon, Corsier, Croix-de-Rozon, Plan-les-Ouates, St-Maurice, Vernier
- ZONE 5:** Chancy, Genthod, Hermance, Versoix.

La Châtaigneraie

- ZONE 1:** Arnex-sur-Nyon, Bogis-Bossey, Borex, Céligny, Chavannes-de-Bogis, Chavannes-des-Bois, Commugny, Coppet, Crans-près-Céligny, Crassier, Divonne-les-Bains, Founex, Grilly, Mies, Tannay, Vézenex, Villard
- ZONE 2:** Bois-Chatton, Chésereux, Eysins, Grens, La Rippe, Mourex, Nyon, Pitegny, Sauvemy, Signy, Tranchepied, Tutegny, Versoix, Versonnex, Vesancy
- ZONE 3:** Bellevue, Bretigny, Cessy, Collex, Duillier, Echenevex, Ferney-Voltaire, Genthod, Gex, Gingins, Givrins, Ornex, Prangins, Segny, Trélex, Villard-Tacon
- ZONE 4:** Begnins, Chambésy, Chevry, Coinsins, Genolier, Gland, Grand-Saconnex, La Cézille, Moëns, Petit-Saconnex, Place des Nations, Pregnin, Pregny-Chambésy, Prévessins/Moëns, Vésegnin, Vich
- ZONE 5:** Allemogne, Arzier, Bursins, Bursinel, Crozet, Dully, Fénières, Geneva, Gilly, Le Muids, Luins, Rolle, St-Genis/Pouilly, Sergy, St Jean de Gonville, Thoiry, Vinzel.

Campus des Nations

- ZONE 1:** Chambésy, Cointrin, Cornavin, Grand-Saconnex, Les Avanchets, Petit-Saconnex, Pregny
- ZONE 2:** Bellevue, Châtelaine, Collex-Bossy, Ferney-Voltaire, Genthod, Le Lignon, Meyrin, Ornex, Prévessin-Moëns, Servette, Vernier, Versoix
- ZONE 3:** Carouge, Champel, Chevry, Collonge-Bellerive, Cologny, Mies, Eaux-Vives, Onex, Petit-Lancy, Russin, Saint-Genis-Pouilly, Satigny, Sauvemy, Ségny, Versonnex, Vézenaz
- ZONE 4:** Anières, Bernex, Cartigny, Cessy, Chavannes-de-Bogis, Chêne-Bougeries, Commugny, Coppet, Corsier, Dardagny, Echenevex, Founex, Gex, Sergy, Thoiry, Tutegny
- ZONE 5:** Bogis-Bossey, Chancy, Crans-près-Céligny, Crassier, Divonne-les-Bains, Eysins, Farges, Genolier, Grens sur Nyon, Nyon, Péron, Trélex, Vessy, Veyrier.

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 ADMISSIONS	Tel : +41 (0)22 787 26 30	Fax : +41 (0)22 787 26 32	admissions@ecolint.ch
 WEBSITE	www.ecolint.ch		

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