



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**.
- 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.
- 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.

LEARNING SUPPORT

- BSG is an **inclusive school** and as such we accept students with mild to moderate **learning needs**. We actively encourage parents of children with identified special needs to discuss this during the admission process and to provide us with as much in-depth **documentation** as possible. Students with identified special needs will be provided appropriate support. This will involve **additional costs**.
- All students will be assessed in the initial weeks of the academic year. If the assessment shows that a student needs **additional / remedial support including ESL support**, parents will be informed and **support** put in place. This service will be **invoiced separately**.
- As we believe in a collaborative approach, we work with professionals in the field. Depending on the needs of the student, testing by an **educational psychologist** may be deemed necessary. Parents may also be asked to have their children followed by **speech or occupational therapists**.
- Students needing one-to-one support will be considered on a case-by-case basis.

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
 - School reports for the last two years
 - Proof of payment of application fee (CHF 900) This fee is non-refundable except in cases where the school is unable or unwilling to offer a place.



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. Students in the primary section who take public transport will require **written permission** from parents.
- 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 days with no valid reason. Students taking external exams will need to have a **minimum of 90% attendance** in order to enrol.
- 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 document for fee structure.
- In addition to the tuition fees students will also be billed separately for any exam registrations in the secondary section and A levels; for Years 1 – 11 uniforms will be billed separately.
- Any costs incurred for annual field trips undertaken as part of the curriculum 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 (after-school supervision, lunches, transport) 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
 - o 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 UBSWCHZH80A – Clearing 240*
 - o red postal payment slips to *ASC International House – CCP 12-19582-3*

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.
- Departure before 31 December - **Tuition fees for the first term plus CHF 2000 cancellation charges.**
- Departure after 31 December – **Full tuition fees**
- No reduction** will be made in case of absences or dismissal of the student.
- The capital development fees and registration fees 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.

I have read, understood and accept the terms and conditions of this contract (please tick)



Date

Signature