



**BRITISH SCHOOL
OF GENEVA**

FEE SCHEDULE

2023-2024

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www.britishschoolgeneva.ch

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We would like to inform you that for the 2023-2024 academic year the School Fees have been adjusted upwards. As you know, we are all experiencing a time of rising inflation in Switzerland, with a general increase in prices and supplies and costs. We have worked hard in planning to keep our increases to the lowest possible level.

The annual Fees applicable at The British School of Geneva for 2023-2024 for the standard 35 Hour Tuition week academic year are:

Year Group	Fee 2023-2024
Capital Development Fee: At time of Entry only	3'000
Registration Fee: Annual Charge	950
Reception/Preparatory	20'590
Year 1	22'490
Year 2	22'490
Year 3	23'090
Year 4	23'090
Year 5	23'090
Year 6	23'090
Year 7	24'390
Year 8	24'390
Year 9	24'390
Year 10	25'690
Year 11	25'690
Year 12	27'590
Year 13	27'590
Optional costs	
Canteen Lunch Service	Depending on lunches per week
School Bus Service	Depending on home location
Co-curricular activities	Depending on activity
Ski Trips	Available in September 2023

Please note the Fee for 2023-24 includes the Mandatory Trip Charge of CHF 200 for Year 1 to Year 11 only.

We will be introducing an optional extended After-School Programme at an additional cost, bringing total Tuition Time for those availing of the programme to 41 hours per week starting from September 2023. Further details and charges will be provided in due course.

Up-to-date Fees will also be published on our website: www.britishschoolgeneva.ch.

Registration Fee

The Registration Fee remains at CHF 950 for the 2023-2024 academic year and this covers the administrative cost of processing admissions, and is payable at the time of enrolment and re-enrolment. This fee is non-refundable.

Capital Development Fee

The Capital Development Fee remains at CHF 3'000 for the 2023-2024 academic year. This is a one-time Fee **which is applied only in a student's first year of enrolment**. This Fee is put toward the ongoing maintenance and improvement of our learning environment. For children arriving during the course of the academic year, the Registration Fee and Capital Development Fee are payable in full.

For children arriving during the course of the academic year, the Capital Development Fee and the Registration Fee are non-refundable and payable in full. In all cases the Capital Development Fee and the Registration Fee apply.

Tuition Fees 2023-2024:

Standard Payment Terms:

Annual Tuition Fees are divided into four instalments in order to spread the cost for parents.

The first instalment is due at the time of enrolment. The remaining three instalments are due before 16th August, 16th December and 16th March, respectively.

Amount in CHF	1 st Instalment (Due on enrolment)	2 nd Instalment (Due 16 Aug 2023)	3 rd Instalment (Due 16 Dec 2023)	4 th Instalment (Due 16 March 2024)	Total Annual Tuition Fee
Reception	2'000	7'400	6'800	4'390	20'590
Years 1-2	2'200	8'100	7'400	4'790	22'490
Years 3-6	2'200	8'300	7'700	4'890	23'090
Years 7-9	2'200	8'800	8'100	5'290	24'390
Years 10-11	2'200	9'100	8'400	5'990	25'690
Years 12-13	2'000	10'000	9'300	6'290	27'590

All Fees for students sponsored by companies and international organisations are payable according to the Standard Payment Terms.

Flexible Payment Terms

A monthly payment plan is available, upon request and in agreement with the Principal, for families paying the entirety of school Fees privately. These monthly instalments will be payable on the 16th of each month, from August 2023 to May 2024 (10 instalments).

Monthly payments in CHF to be paid in 10 instalments by the 16 th of each month	
Reception	2'265
Years 1-2	2'475
Years 3-6	2'540
Years 7-9	2'685
Years 10-11	2'825
Years 12-13	3'035

Bank Details

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
UBS Account No: 210098.01A

Other Fees

Invoices for additional services are sent out termly or when they occur and are payable at 30 days' notice.

These include Mandatory Fees such as Compulsory School Trips and Educational visits, School Uniform (Reception to Year 11 only), Exams Fees, SEN and EAL Costs (as assessed by the BSG academic team), as well as Optional Fees such as Canteen Lunch Service, School Bus Service, Co-curricular activities and Ski Trips.

Schoolbooks, school materials, and lunchtime Supervision are included in the annual Fee.

Default on payment

We kindly ask parents to ensure that they respect all payment deadlines, which are clearly marked on invoices. In the event of a payment deadline not being met, a reminder notice will be sent after 7 days. A second reminder will be sent after a further 7 days and parents will incur an additional penalty of CHF 200 per unpaid invoice. If Tuition invoices remain unpaid for more than a month the school reserves the right to withdraw the student from the school with immediate effect.

Discount Schemes: (For Parents paying Fees privately)

A 5% sibling discount for multiple children is available to parents who have 3 or more children attending BSG at the same time. The 5% discount is applied to Tuition Fees only, as of the third child, to the lowest Fee level(s).

Parents will benefit from a 3% early payment discount if they pay the Annual Tuition Fee in full before 16th June.

ADMISSIONS PROCEDURE

Places are allocated on a first-come, first-served basis. Siblings of current and past BSG students will have priority in placement.

NEW ENROLMENTS:

To apply for a place at any time, the following documents must be submitted:

- 1. Application for Enrolment, completed in full and signed by a parent or guardian. Signature of this document signifies that the parent has read and agrees to the terms and conditions contained in this document. This Form is available in the “Downloads” section of the school website.**
- 2. Emergency and Health Questionnaire - This form is available in the “Downloads” section of the school website.**
- 3. Recent school report from the last school attended.**

Once an application for admission has been approved:

- 1. An Offer of Place is issued by the school, which might be conditional to the acceptance of extra costs for learning support and/or English Additional Language (EAL) costs, where applicable.**
- 2. The family accepts the Offer of Place by paying the Registration Fee (CHF 950) and the Capital Development Fee (CHF 3'000) and sending proof of payment to the school. This Fee is non-refundable. Payment can be made by bank transfer to the following account, indicating the student's full name on the transaction.**
- 3. Upon receipt of the Registration Fee, a Letter of Confirmation and Guarantee of a Place will be sent.**
- 4. An invoice for all Tuition Fees will be issued before the child starts school. Please note carefully the payment deadlines for each term indicated on this invoice.**

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IBAN CH30 0024 0240 2100 9801 A – BIC /SWIFT UBSWCHZH80A – Clearing 240
UBS Account No: 210098.01A**

Once an application for admission has been approved, a Letter of Confirmation and Guarantee of a Place will be sent. Invoices for all tuition fees will be issued before the child starts school. Please note carefully the payment deadlines for each term indicated on these invoices.

RE-ENROLMENT

All students must be re-enrolled for each school year in order for their place to be confirmed.

Parents will receive a form to complete by 28th February to confirm Re-enrolment for the following academic year, and will be required to pay the Registration Fee CHF 950 by the 28th February and a further instalment of CHF 2'000 (Reception Year, Years 12-13) and CHF 2,200 (Years 1 to 11) by 16th June to guarantee their child's place at BSG.

Only once the signed Re-enrolment Form has been received and the Registration Fee has been paid will a place for the following year be confirmed.

In the event of the Form not being received or payment not being made, the school retains the right to allocate the place to another family.

Any outstanding balance must be paid before the start of the new academic year in August. The school reserves the right to cancel a student's place if there are any outstanding debts.

CANCELLATION OF ENROLMENT

Notification of withdrawal of a student must be made in writing by a parent or legal guardian, indicating the exact date of departure, by 1st August, 1st December and 1st March for the immediately following Term (e.g., a student leaving in the beginning of third Term will have to provide notice until 1st March).

Payment is due in full for a Term that is partially attended, or for a Term for which a student is enrolled and has not been withdrawn according to the deadline indicated.

Any outstanding balance must be paid at the time of withdrawal. The same conditions apply in the case of courses outside our standard curriculum that are organised on a student's behalf.

Cancellation of enrolment before the start of the academic year will incur a CHF 2'000 charge. Capital Development and Registration Fees are not refundable in case the student leaves, including if notice is provided.

CALENDAR

The School Calendar is published and updated on the BSG website. Parents are requested not to take children out of school during term time for reasons other than illness. In the event of absence from school being a necessity, parents should apply in writing and in advance to the Principal for special dispensation.

EDUCATIONAL PROGRAMME

The school undertakes to provide a well-structured programme of education, which follows all levels of the English National Curriculum.

The school undertakes to employ teachers who are university graduates, where appropriate, with specific subject knowledge and/or 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 and a system of pastoral care will supervise the on-going welfare of all students.

The school undertakes to provide regular feedback concerning the student's progress. This will be done through personal meetings, Parent/Teacher evenings, and regular correspondence and contacts.

Assuming sufficient success at IGCSE level, the students will be guaranteed the option of a place in the A Level programme.

The school does not guarantee, in any way, the examination results of the student, nor is it liable for any entrance decisions made by individual universities.

The School also reserves the right to cancel the enrolment of a student if it is found, subsequent to their admission, that the information provided upon application for enrolment was incorrect.

LEARNING SUPPORT

BSG is an inclusive school and, as such, we accept students with mild to moderate special 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.

The school reserves the right to withdraw an Offer of Place if any Learning and Specialised support needs known to the parents are not disclosed and shared with the school during the course of the Admissions process.

Placement in a year group is based on the age and educational background of the student. During the Admissions process, written evaluations will be carried out to assess their English language level. In the event of parents not moving forward with the student's enrolment at the school, costs of any evaluations will be charged to the parents. The school will make the final decision concerning the placement of a student.

A final assessment will take place in the initial weeks of the academic year or upon their arrival to the school. If the assessment shows that a student needs additional/remedial support, including EAL (English as an Additional Language), parents will be informed and support put in place. This service will be invoiced separately. As we believe in a collaborative approach, we also work with external professionals in the field of learning support. Depending on the needs of a student, testing by an educational psychologist may be deemed necessary. Parents may also be asked to have their children followed by a speech therapist, occupational therapist or other therapist.

Students needing one-to-one support will be considered on a case-by-case basis.

ATTENDANCE AND BEHAVIOUR

Students are expected to adhere to our published Behaviour Policies.

Students are expected to complete all homework set on a regular basis. Repeated failure to do so will be reported and may involve sanctions.

At the higher levels, students are expected to study in a manner that is appropriate for a student on a full-time course of education leading to British National Exams. Attendance at pre-term induction sessions is mandatory for all A Level students.

Parents are required to ensure that students are present on time and are collected on time at the end of the school day. Primary students who are not collected on time will be placed in after-school care and parents will be billed accordingly.

Parents are expected to notify the school of all student absences by 9:00 am on the given day, and are requested to follow the school calendar when planning holidays. In the case of absence for more than three consecutive school days, a medical certificate is required. Students taking external exams will need to have a minimum of 90% attendance in order to enrol.

Students are expected to attend class in a manner that is not distracting or threatening to other students. In cases where a student's behaviour is consistently counter-productive, the school reserves the right to exclude or expel the student. The school expects 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 a student if a parent has shown a persistent lack of courtesy to the school community.

The school assumes responsibility for the welfare of all its students and staff and, for that reason, students who become involved in a criminal action (e.g. theft, assault and drug-related crimes) while at 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.

INSURANCE

All students are required to have their own medical and accident insurance, as well as coverage for third-party insurance. Any items brought to school by a student are the responsibility of the student; BSG is not responsible for lost, stolen or damaged property.

CONFIDENTIALITY

The school will put in place measures and procedures to protect all confidential data relating to its students and, above all, will undertake not to disclose this information to any third parties. The school reserves the right to use cloud-based platforms such as Google Docs for the management of internal documents and information sharing among teachers, staff and parents.

CONDITIONS

Signature of an Application for Enrolment or Re-enrolment Form confirms that these terms have been read and accepted by the parent or guardian.

