

## **10. Other Activities**

For other activities within the school e.g. extra-curricular activities, summer camps etc., the Conditions in the relevant brochures apply.

## **11. Payment of fees**

Fees must be paid within 30 days following the date of the invoice.

The Institute reserves the right to refuse tuition and end-of-year examinations, and to withhold diplomas or reports, in the event of non-respect of the above condition.

**Reminders:** Second reminders will be billed at Fr. 100.-.

## **12. Rules and regulations**

Once a pupil has been admitted to the Institute, his or her place is ensured for as long as the regulations are upheld and the fees paid.

Pupils have the right to participate in all school and extra-curricular activities organized within the class as long as their conduct and effort meet the school's expectations.

The rules and regulations of the school must be respected. A pupil whose behaviour, appearance, or school work is not satisfactory may be dismissed by the Headmaster at any time.

## **13. Insurance**

The Institute has taken out **complementary accident insurance** which is included in the annual fee. Before the beginning of the school year, pupils not living in Switzerland must bring a certificate of accident insurance.

Parents must take out a third-party insurance policy before the beginning of the school year.

## **Final conditions**

The conditions and rates here within are applicable for the current school year. The Institut International de Lancy reserves the right to make changes from year to year.

Any litigation related to the said conditions or to the education of a pupil within the Institute, is subject exclusively to Swiss law and the jurisdiction of the Geneva Tribunal. Parents have the right to appeal to the Federal Tribunal in Lausanne.

## 9. Tuition Fees

Annual tuition fees, payable in Swiss francs, are due the first month of each term:

<b>FRENCH SECTION</b>	<b>Yearly</b>	<b>1<sup>st</sup> term</b>	<b>2<sup>nd</sup> term</b>	<b>3<sup>rd</sup> term</b>
<b>Nursery classes:</b>				
Lower, middle, upper sections	10 600.-	4 240.-	3 340.-	3 020.-
Lower section, morning only	8 300.-	3 320.-	2 615.-	2 365.-
<b>Primary classes:</b>				
from 11 <sup>e</sup> to 7 <sup>e</sup>	12 825.-	5 130.-	4 040.-	3 655.-
<b>Secondary classes:</b>				
6 <sup>e</sup> and 5 <sup>e</sup>	14 900.-	5 960.-	4 695.-	4 245.-
4 <sup>e</sup> and 3 <sup>e</sup>	15 975.-	6 390.-	5 035.-	4 550.-
2 <sup>de</sup>	18 250.-	7 300.-	5 750.-	5 200.-
1 <sup>ère</sup>	18 650.-	7 460.-	5 875.-	5 315.-
Terminale	20 300.-	8 120.-	6 395.-	5 785.-
<i>Extra for Bilingual Programme</i>	2 550.-	1 020.-	804.-	726.-

<b>ENGLISH PRIMARY SECTION</b>	<b>Yearly</b>	<b>1<sup>st</sup> term</b>	<b>2<sup>nd</sup> term</b>	<b>3<sup>rd</sup> term</b>
Nursery	12 600.-	5 040.-	3 970.-	3 590.-
Reception Class to Year 6	16 600.-	6 640.-	5 230.-	4 730.-
Year 7 to Year 9	19 000.-	7 600.-	5 985.-	5 415.-
Year 10 to Year 11	19 700.-	7 880.-	6 205.-	5 615.-
Year 12 to Year 13	21 400.-	8 560.-	6 740.-	6 100.-
IGCSE Art & Design	2 550.-	1 020.-	804.-	726.-
<b>French second language*</b>	2 550.-	1 020.-	804.-	726.-
<b>English second language*</b>				

\*Compulsory if a child's level of French or English is not sufficient to follow lessons in the respective sections

With the exception of the lower section of the nursery classes (French section), tuition fees cover Monday, Tuesday, Thursday and Friday mornings and afternoons, and Wednesday mornings.

Parents who have more than one child in the school and who do not receive any educational grant from their employer are entitled to the following reductions:

- a 25 % discount on fees is granted for a third child, and 50% for a fourth, if all children are of the same family and attend the Institute at the same time.

The following costs are not included in the tuition fees:

1. Registration fees: Fr. 500.-
2. Books and stationery\*
3. Language courses other than German, Spanish, English, Italian and Latin are billed in proportion to the number of participants
4. Class excursions
5. Sports excursions\*
6. Enrolment fees for official examinations (French Baccalaureat, Trinity, Cambridge exams : IGCSE, YLE). Certain exams may be made compulsory by the school.
7. Damage caused by a student

\*Do not include 2.4% or 7.6% V.A.T.

**ANNEX TO THE GENERAL CONDITIONS AND RATES 2009/2010  
BUS SERVICE**

**Rates for two-way service (annually in Swiss Francs)**

**RIGHT BANK**

ROLLE	4'200.-
NYON	3'950.-
CÉLIGNY	3'500.-
FOUNEX	3'500.-
COMMUGNY	3'500.-
COPPET	3'500.-
CHAVANNES DES BOIS	3'500.-
TANNAY	3'500.-
MIES	3'500.-
VERSOIX	3'300.-
COLLEX-BOSSY	3'300.-
GENTHOD	3'300.-
BELLEVUE	3'090.-
PREGNY	3'090.-
CHAMBESY	3'090.-
GRAND-SACONNEX	2'800.-
JARDIN BOTANIQUE	2'800.-
PETIT-SACONNEX	2'750.-
SECHERON	2'750.-
VAREMBE	2'750.-
PAQUIS	2'750.-
SERVETTE	2'750.-
CHARMILLES	2'555.-
LES DELICES	2'555.-
SAINT-JEAN	2'555.-
AÏRE LE LIGNON	2'555.-

**LEFT BANK**

NERNIER	3'950.-
MESSERY	3'950.-
CHENS SUR LEMAN	3'500.-
HERMANCE	3'500.-
ANIERES	3'500.-
BONNE	3'500.-
FILLINGES	3'500.-
ANNEMASSE	3'300.-
CORSIER	3'300.-
MEINIER	3'300.-
JUSSY	3'300.-
PRESINGE	3'300.-
CHOULEX	3'300.-
COLLONGE-BELLERIVE	3'300.-
PUPLINGE	3'090.-
VESENAZ	3'090.-
VANDOEUVRES	3'090.-
COLOGNY	2'800.-
CHENE-BOURG	2'800.-
THONEX	2'800.-
VESSY	2'575.-
CHÈNE BOUGERIES	2'750.-
CONCHES	2'750.-
FRONTENEX	2'750.-
EAUX-VIVES	2'750.-
MALAGNOU	2'750.-
VEYRIER	2'750.-
CONTAMINES	2'750.-
CHAMPEL	2'555.-
FLORISSANT	2'555.-
PLAINPALAIS	2'555.-
VIEILLE VILLE	2'555.-

**WEST SIDE OF THE CANTON /PAYS DE GEX**

CESSY	3'500.-
VILLARD-TACON	3'300.-
ORNEX	3'300.-
SEZEGNIN	3'300.-
CHANCY	3'300.-
AVUSY	3'300.-
AVULLY	3'300.-
LA PLAINE	3'300.-
DARDAGNY	3'300.-
THOIRY	3'300.-
SERGY	3'300.-
ST GENIS	3'300.-
POUILLY	3'300.-
PREVESSIN	3'120.-
FERNEY VOLTAIRE	3'090.-
BOURDIGNY	3'090.-
SATIGNY	3'090.-
RUSSIN	3'090.-
CARTIGNY	3'090.-
LACONNEX	3'090.-
SORAL	3'090.-
SEZENOVE	2'800.-
LA PETITE GRAVE	2'800.-
AÏRE LA VILLE	2'800.-
MEYRIN	2'800.-
LES AVANCHETS	2'750.-
VERNIER	2'750.-
BERNEX	2'750.-
LULLY	2'750.-
PERLY-CERTOUX	2'750.-
BARDONNEX	2'750.-
CROIX DE ROZON	2'750.-
LANDECY	2'750.-
PONT-BUTIN	2'555.-
LE LIGNON	2'555.-
AÏRE	2'555.-
CONFIGNON	2'555.-
SACONNEX D'ARVE	2'555.-
TROINEX	2'555.-
LA JONCTION	2'555.-
LA COULOUVRENIERE	2'555.-
CAROUGE	2'515.-
GRAND LANCY	2'515.-
ONEX	2'515.-
PETIT-LANCY	2'515.-
PLAN-LES-OUATES	2'515.-

**Conditions and rates**

Five-day service exclusively

Two-way service : annual rate

Morning service : 60% annual rate

Afternoon service : 60% annual rate

A 2% rebate is given for a second child  
and 5% for a third, based on the annual rate.

**Please note**

The above rates are non-inclusive of V.A.T. (7.6%)

<b>ALL LEVELS AND SECTIONS</b>		<b>Yearly</b>	<b>1<sup>st</sup> term</b>	<b>2<sup>nd</sup> term</b>	<b>3<sup>rd</sup> term</b>
Lunch-time supervision (V.A.T. 0.0 %)	1 day	125.-	50.-	39.40	35.60*
	2 days	250.-	100.-	78.80	71.20*
	3 days	375.-	150.-	118.10	106.90*
	4 days	500.-	200.-	157.50	142.50*

\* For students in Terminal, these amounts will be reviewed according to the length of the term.

Rates for "School lunch" or "Packed lunch", and "Lunch-time supervision " are always billed as one. Supervision of the midday meal on Wednesday is not billed.

A bill is sent at the beginning of each term.

No reduction is made in the event of absence. However, if for health reasons, a child is absent for at least one month, a 50% reduction on lunch fees only (excluding tuition) may be granted.

## 8. **Transport**

A school bus service is available. This service covers the Geneva and Vaud regions as far as Nyon, and neighbouring France.

Schedules and pick-up points are determined in the interest of everyone, and will be available the second half of August.

### **Contractual conditions and conditions of payment**

Enrolment for the year is based on a five-day week (Monday to Friday).

The following options are possible:

"Round-trip" (yearly rate) / "Morning only" or "Afternoon only" (60 % of the yearly rate).  
Only one stop can be chosen for the morning and one stop for the afternoon. However, it is possible to opt for a different stop in the morning to the afternoon.

A 2% rebate is allotted for a second child, and 5% for a third based on the annual round trip rate only.

The full amount will be billed in the second term. However, a deposit of Fr. 600 is due during the first term.

Enrolment for this service is on a yearly basis. Any request for change must be made to the Service Bus by email ([service.bus@iil.ch](mailto:service.bus@iil.ch)) one month before the end of the current term.

For reasons of security in exceptionally bad weather (storms, heavy snowfalls, excessively icy conditions), it may be necessary to halt our bus service with little or no warning.

## 6. Wednesday afternoon supervision

Supervised activities for children of both nursery and primary levels are organised on Wednesday afternoons from 12:45 to 16:20.

<b>ALL SECTIONS</b>	<b>Yearly</b>	<b>1<sup>st</sup> term</b>	<b>2<sup>nd</sup> term</b>	<b>3<sup>rd</sup> term</b>
<b>Nursery and primary classes</b>				
From 12:45 to 16:20	1 200.-	480.-	378.-	342.-

Enrolment is for the entire school year.

Any request for change for the following term must be made to the Headmaster in writing one month before the end of the current term.

No refund will be given in the event of absence or of changes made during the current term.

## 7. Meal service and lunch-time supervision for children

Pupils may be signed up for one of three options:

- Lunch out (a pupil leaves the school after the last class in the morning and returns for the first class in the afternoon)
- School lunch (midday meal and lunch-time supervision: 1, 2, 3, 4 or 5 days)
- Packed lunch from home from 11<sup>c</sup>/Y1 (lunch-time supervision: 1, 2, 3, 4 or 5 days)

A choice is made for the entire school year.

Any request for change for the following term must be made to the Headmaster in writing one month before the end of the current term, without which the fees for school meals or supervision are due for the following term.

Charges, given in Swiss Francs plus V.A.T., are not included in the tuition fees:

<b>ALL LEVELS AND SECTIONS</b>		<b>Yearly</b>	<b>1<sup>st</sup> term</b>	<b>2<sup>nd</sup> term</b>	<b>3<sup>rd</sup> term</b>
Meal (VAT 7.6 %)	1 day	545.-	218.-	172.-	155.-*
	2 days	1 090.-	436.-	343.50	310.50*
	3 days	1 635.-	654.-	515.-	466.-*
	4 days	2 180.-	872.-	686.70	621.30*
	5days	2 725.-	1 090.-	858.40	776.60*
Packed lunch from home (VAT 7.6 %)	1 day	55.-	22.-	17.30	15.70*
	2 days	110.-	44.-	34.70	31.30*
	3 days	165.-	66.-	52.-	47.-*
	4 days	220.-	88.-	69.30	62.70*
	5days	275.-	110.-	86.70	78.30*
<b>Nursery / Reception / 14<sup>e</sup>- 13<sup>e</sup>- 12<sup>e</sup></b>		<b>Yearly</b>	<b>1<sup>st</sup> term</b>	<b>2<sup>nd</sup> term</b>	<b>3<sup>rd</sup> term</b>
Packed lunch only on presentation of a doctor's certificate. (VAT 7.6 %)	1 day	110.-	44.-	34.60	31.40
	2 days	220.-	88.-	69.40	62.60
	3 days	330.-	132.-	104.-	94.-
	4 days	440.-	176.-	138.60	125.40
	5days	550.-	220.-	173.40	156.60

\* For students in Terminal, these amounts will be reviewed according to the length of the term.

# Conditions

## 1. Enrolment on a yearly basis

A pupil is enrolled or re-enrolled for the entire school year (from 31<sup>st</sup> August to 30<sup>th</sup> June).

On signing the enrolment or re-enrolment form, the signatory is bound to payment of the tuition fees **for the whole academic year**.

If a pupil is not present on the first day of a school year, the yearly fees are due. No reduction is granted in the event of absence.

Should a pupil leave the school during the year or be expelled, the total fees for the current term are due.

## 2. Arrival during the school year

For pupils arriving during the school year, the enrolment fee as well as tuition fees for the current term, are due (the latter is calculated in proportion to the academic year). Tuition fees for the remaining term(s) of the school year are equally due.

For pupils arriving during the second half of a term, 50% of the tuition fees for the current term are due.

If a pupil is not present at school on the foreseen date, the fees calculated for the remaining school year are due.

## 3. Terms

The school year is divided into three terms:

- 1<sup>st</sup> term Beginning of term in September/end of Christmas break
- 2<sup>nd</sup> term Beginning of term in January/end of Easter break
- 3<sup>rd</sup> term Beginning of term after Easter break/end of the School Year

## 4. Calendar and timetable

Parents receive an annual listing of calendar holidays and occasional days.

Pupils are required to respect the dates of holidays and the timetable they receive at the beginning of the year.

## 5. Self-study and Supervision from 16:20 to 18:00

A form must be completed at the beginning of the year with respect to self-study and supervision after school hours. This form must be returned to the secretariat on the due date.

The Institute cannot accept to supervise children for these activities unless an enrolment form has been received.

<b>ALL LEVELS AND SECTIONS</b>	<b>Yearly</b>	<b>1<sup>st</sup> term</b>	<b>2<sup>nd</sup> term</b>	<b>3<sup>rd</sup> term</b>
1 day	387.50	155.-	122.10	110.40
2 days	775.-	310.-	244.10	220.90
3 days	1 162.50	465.-	366.20	331.30
4 days	1 550.-	620.-	488.30	441.70
5 days	1 937.50	775.-	610.30	552.20

Enrolment is for the entire school year.

Any request for change for the following term must be made to the school in writing one month before the end of the current term.

No refund will be given in the event of absence or of changes made during the current term.

# Admissions

## 1. Request for admission

An enrolment form completed and signed by both parents must be sent to the Headmaster. If an applicant is aged 18 the form must also be signed by the applicant him/herself.

1. By signing the enrolment form, the parents, legal representative, and the pupil over 18 accept and agree to the conditions and fees of the school.

The following papers must be submitted with all applications:

- a copy of the birth certificate
- a copy of vaccination certificates
- the school medical form
- a recent photograph
- school reports for the last two years

2. Parents will be informed of acceptance or refusal by the Headmaster.

3. A Fr. 500.- non-reimbursable fee is required to confirm the enrolment. Should an application be refused, the fee will be reimbursed. However, if the enrolment is cancelled or the pupil is absent on the first day of class, this fee will not be reimbursed.

4. A Fr. 1000.- advance for fees is due at least four months before the arrival of a pupil. Should payment not be received, the child is put on a waiting list. If the enrolment is cancelled after 20 June, but before the first day of the school year, 20% of the yearly fee will be required with the deduction of the Fr. 1000.- advance.

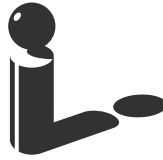
## 2. Re-enrolment

Pupils must be re-enrolled for each school year. A re-enrolment form must be filled in and signed by the parents, the legal representative or by pupils over 18, and must be returned to the Headmaster by the due date. (N.B. **Conditions and fees/1. Enrolment on a yearly basis**)

The re-enrolment fee is Fr. 500.-. Re-enrolment is confirmed by signing the form, and the payment of the fee within ten days of returning the form to the school. This amount is deducted from the tuition fee for the first term of the coming school year. Your child will not be guaranteed a place should the re-enrolment form be received after the deadline.

If re-enrolment is cancelled, the fee is not reimbursed. Cancellation after 20 June but before the first day of the school year, will entail the payment of 20% of the yearly fee from which will be deducted the Fr. 500.- re-enrolment fee. Cancellation of re-enrolment must be made in writing.

The Institute reserves the right to refuse a request for re-enrolment. Parents, the legal representative or pupils over 18 will be notified of a refusal within two weeks of reception of their request by the school. The re-enrolment fee will then be reimbursed.



INSTITUT INTERNATIONAL DE LANCY  
*Collège Marie-Thérèse fondé en 1903*

**CONDITIONS  
&  
FEES**

**SCHOOL YEAR 2009/2010**