



Institut
International
Lancy

Conditions & Fees

2021/2022



1 Admissions

- 1.1 An enrolment form completed and signed by legal guardians, or the holder of parental authority, must be sent to the Director. If the applicant is over the age of 18 the form must also be signed by the applicant him/herself.
- 1.2 By signing the enrolment form, the legal guardians or holder of parental authority, and the pupil over the age of 18, accept and agree unconditionally to the terms of enrolment, rules and regulations, and the present Conditions & Fees, including all appendages, in particular those relative to General Privacy and Data Protection Policy published on the official school website (www.iil.ch/en/privacy-policy/).

The following papers must be submitted with all applications:

- a recent photograph (passport format)
 - a copy of the birth certificate
 - a copy of the passport or identity card
 - an extract of the court order relative to parental authority, where relevant
 - school reports (previous and current years)
 - an exeat issued by the last school attended (French and AGEP schools only)
- 1.3 After the application has been reviewed by the Director, legal guardians will be informed of the **acceptance** or **refusal** of their child's admission.
 - 1.4 A **CHF 1 000.– non-reimbursable fee** is required to confirm **enrolment**. Should an application be refused, the fee will be reimbursed. However, if the enrolment is cancelled or the pupil is not present on the first day of class, no reimbursement will be granted.
 - 1.5 **An advance payment of CHF 2 000.–** for fees and other costs is due at least four months before the arrival of a pupil. Should payment not be received, the child will be placed on a waiting list.
 - 1.6 20% of the yearly fee will be due on **cancellation of enrolment** after 15th June, if this occurs before the first day of the school year. The advance payment of **CHF 2 000.–** deducted. Cancellations must be addressed to the Director in writing.



2 Re-enrolment

- 2.1 Pupils must be re-enrolled for each School year. A **re-enrolment** form must be filled in online and digitally signed by the holder(s) of parental authority, **and** by pupils over the age of 18, by **22nd February 2021 (N.B. Conditions and Fees/Article 3. Enrolment on a yearly basis)**.
- 2.2 The **re-enrolment fee** of **CHF 900.–** is due by **8th March 2021**. Confirmation of re-enrolment will only be final once the School has received the re-enrolment form digitally signed by the holder(s) of parental authority, together with the re-enrolment fee. Children will not be guaranteed a place if these conditions are not fulfilled within the deadlines. The above amount will be deducted from fees and other costs for the first term of the next academic year.
- 2.3 In the event of **cancellation** of re-enrolment after **8th March 2021**, no reimbursement of the fee will be granted. Cancellation after 15th June but before the first day of the academic year, will entail payment of 20% of the yearly fee. The re-enrolment fee will be deducted from this amount. Cancellations must be addressed to the Director in writing.
- 2.4 **The School reserves the right to refuse** a request for re-enrolment. Notification of refusal will be sent to the legal guardians, the holder of parental authority and pupils over the age of 18, within 30 days after the date of the e-signature, the re-enrolment fee will be reimbursed.

3 Enrolment on a yearly basis

- 3.1 Enrolment or re-enrolment is for one academic year (30th August 2021 to 30th June 2022).
- 3.2 By signing the enrolment or re-enrolment form, the signatory(ies) agrees to pay the tuition fees for the first or current term.
- 3.3 Cancellation of enrolment or re-enrolment on or after the first day of the academic year will entail payment of school fees for the current term.
- 3.4 In the event of an extended absence, no reduction of fees will be granted.
- 3.5 Should a pupil leave the school during the course of year or should he/she be expelled, the total fees for the current term are due.



4 Enrolment during the school year

- 4.1 For pupils arriving during the School year, the enrolment fee as well as tuition fees for the full current term, are due. Equally, tuition fees for the remaining term(s) of the School year are due. However, for pupils arriving during the second half of a term, 50% of the tuition fees for the current term are due.
- 4.2 If a pupil does not begin school on the foreseen date, fees are due for the term within which the date of entry falls.

5 Terms

As regards billing, the academic year is divided into three terms.

- **1st term**
Beginning of term in September to end of Christmas break
- **2nd term**
Beginning of term in January to end of Easter break
- **3rd term**
Beginning of term after Easter break to end of the School Year

6 Calendar and timetable

- 6.1 The 2021/2022 academic calendar listing school holiday periods and occasional holidays is published on the official website (www.iil.ch/en/community/calendar/). The calendar for 2022/2023 will be available by the end of December 2021.
- 6.2 Pupils are required to respect the dates of holidays and keep to their daily timetable as published on ENT. Individual timetables may be subject to change during the year.



7 Tuition fees

- 7.1 Annual tuition fees are due during the first month of each term.
- 7.2 Tuition fees include four and a half days tuition, with the exception of “mornings only” for French section Maternelle children (5 mornings), IB/Lycée students (5 days).
- 7.3 The legal guardians or holder of parental authority who have more than one child in the School and who do not receive any educational grant from their employer are entitled to a 25 % discount on fees for a third child, and 50% for a fourth, provided all children are of the same family and attend the School at the same time (discount applicable on the lowest fee).
- 7.4 **The following costs are not included in tuition fees:**
- I Registration fees: CHF 1 000.–.
 - II Books, stationery and digital resources* (compulsory advance payment: IIL START & Primary CHF 250.– / Secondary CHF 350.–).
 - III Certain lessons other than those included in the official curricula and given in other languages are billed additionally.
 - IV Class excursions.
 - V Sports excursions*.
 - VI Materials for Cinema-audiovisual and Art options (French Section), Art and Film (IB).
 - VII Enrolment fees for examinations (e.g. Diplôme National du Brevet, French Baccalaureate, Checkpoint, IGCSE, International Baccalaureate).
 - VIII Enrolment fees for language examinations (Trinity, YLE, IELTS, DELF PRIM, etc.), special assessments and exams (e.g. psychometric tests, entrance examinations for other schools, universities, etc.) and related costs (such as invigilation, dispatch of papers, etc.). Certain examinations or tests may be made compulsory by IIL and will be billed directly.
 - IX Costs relating to special, individualised support for examinations.
 - X Careers counselling, UCAS, university entrance fees.
 - XI Translation of IIL reports from/to English or French. This service is subject to availability of the competent staff and to the deadline required. The translation is provided for information purposes only and on no account replaces the original document. The fee is determined according to the quantity of text to be translated.
 - XII A deposit of CHF 250.–, included on the bill for the first term, to cover any damages caused by students to equipment allocated by the school. The deposit will be refunded at the end of the academic year provided no damages have been incurred.

* VAT 2.5 % or 7.7 % not included.



Tuition fees

(CHF)

French section	1 st term	2 nd term	3 rd term	Yearly
14 ^e to 12 ^e	6 300.–	5 163.–	3 937.–	15 400.–
14 ^e – mornings only	5 216.–	4 274.–	3 260.–	12 750.–
11 ^e to 9 ^e	6 668.–	5 464.–	4 168.–	16 300.–
8 ^e and 7 ^e	6 914.–	5 665.–	4 321.–	16 900.–
6 ^e and 5 ^e	7 568.–	6 202.–	4 730.–	18 500.–
4 ^e and 3 ^e	8 100.–	6 638.–	5 062.–	19 800.–
2 ^{de}	9 020.–	7 392.–	5 638.–	22 050.–
1 ^{re}	9 286.–	7 610.–	5 804.–	22 700.–
Terminale	9 818.–	8 045.–	6 137.–	24 000.–

Examen suisse de Maturité	1 st term	2 nd term	3 rd term	Yearly
M1	8 345.–	6 839.–	5 216.–	20 400.–

English section	1 st term	2 nd term	3 rd term	Yearly
Nursery	7 077.–	5 799.–	4 424.–	17 300.–
Reception	9 245.–	7 576.–	5 779.–	22 600.–
Year 1 to Year 6	9 307.–	7 626.–	5 817.–	22 750.–
Year 7 to Year 9	9 982.–	8 180.–	6 238.–	24 400.–
Year 10 and Year 11	10 227.–	8 381.–	6 392.–	25 000.–
IB1 (Year 12)*	11 209.–	9 185.–	7 006.–	27 400.–
IB2 (Year 13)	11 373.–	9 319.–	7 108.–	27 800.–

Bilingual classes	1 st term	2 nd term	3 rd term	Yearly
Bilingual 1	8 427.–	6 906.–	5 267.–	20 600.–
Bilingual 2, 3, 4 and 5	9 757.–	7 995.–	6 098.–	23 850.–

Specific options	1 st term	2 nd term	3 rd term	Yearly
Options in English (French section) / Options in French (English section)				
2 periods / week	655.–	536.–	409.–	1 600.–
3 periods / week	982.–	804.–	614.–	2 400.–
4 periods / week	1 309.–	1 073.–	818.–	3 200.–
5 periods / week	1 636.–	1 341.–	1 023.–	4 000.–

* Students enrolling for Year 11, or those wishing to join Year 12 mid-year, may be proposed a one-year IB preparation programme.



In case of a force majeure event, including a pandemic or any other calamity, which prevents the School from providing regular onsite teaching, the School will undertake every effort, considering the circumstances and to the extent permitted by law, to continue the students' academic year by distance learning and remote teaching, combining where possible video conferencing, online work and homework. Although distance education will not necessarily match the time that each student would spend at School outside a situation of force majeure, the legal guardians recognise that, as long as the School provides its services by means of the aforementioned distance education, the contract is validly executed and, therefore, the tuition fees remain entirely due.

8 Meal service and lunchtime supervision

- 8.1 Pupils may be signed up for one of three options:
- **Lunch out**
(pupils leave campus after last morning class, and return in time for first afternoon class)
 - **School lunch**
(midday meal provided by the school from 1 to 5 days per week)
 - **Packed lunch from home for pupils in 11e/Y1 and above**
(from 1 to 5 days per week)

N.B.: If your child has a food allergy, please complete the medical form at the time of enrolment or re-enrolment, and inform the School Nurse of any changes which occur during the year.

- 8.2 The option chosen applies for the entire School year and is billed at the beginning of each term. Requests for change for the following term must be addressed to the Director in writing one month before the end of the current term, without which fees for School meals or lunch-time supervision are due for the following term.
- 8.3 Fees for **School or Packed lunch**, and **Lunch-time supervision** from Monday to Friday are combined and billed together, with the exception of pupils in 1re, Terminale, Y12 and Y13 for whom school lunch only is billed.
- 8.4 No reduction is made if a pupil is absent. However, if a child is absent for a month or more, and only on medical grounds, a 50% reduction may be granted on lunch fees only.
- 8.5 Tariffs for meals and supervision are given in Swiss Francs (do not include VAT) and are in addition to tuition fees.



School lunch or packed lunch

(CHF)

do not include VAT (7.7%)

All levels & sections*	1 st term	2 nd term	3 rd term	Yearly
School lunch				
1 day / week	226.–	185.–	142.–	553.–
2 days / week	452.–	371.–	283.–	1 106.–
3 days / week	679.–	556.–	424.–	1 659.–
4 days / week	904.–	741.–	565.–	2 210.–
5 days / week	1 131.–	927.–	707.–	2 765.–

*For students in 1re, Terminale, Y12, Y13 the above will be reviewed depending on the length of the 3rd term.

11 ^e to 2 ^{de} / Y1 to Y11 / B4 et B5	1 st term	2 nd term	3 rd term	Yearly
Packed lunch from home				
1 day / week	29.–	23.–	18.–	70.–
2 days / week	57.–	47.–	36.–	140.–
3 days / week	86.–	70.–	54.–	210.–
4 days / week	115.–	94.–	71.–	280.–
5 days / week	143.–	117.–	90.–	350.–

NU - RC / 14 ^e - 13 ^e - 12 ^e / B1 - B2 - B3	1 st term	2 nd term	3 rd term	Yearly
Packed lunch only on presentation of a doctor's certificate				
1 day / week	54.–	45.–	34.–	133.–
2 days / week	109.–	89.–	68.–	266.–
3 days / week	164.–	134.–	102.–	400.–
4 days / week	218.–	178.–	136.–	532.–
5 days / week	272.–	223.–	169.–	664.–

Lunchtime supervision

(CHF)

All levels & sections*	1 st term	2 nd term	3 rd term	Yearly
Lunchtime supervision (VAT 0.0%)				
1 day / week	57.–	47.–	36.–	140.–
2 days / week	115.–	94.–	71.–	280.–
3 days / week	171.–	140.–	107.–	418.–
4 days / week	228.–	187.–	142.–	557.–
5 days / week	284.–	233.–	178.–	695.–

* Except 1re, Terminale, Y12, Y13.



9 Study Hall and After School Care from 16:20 to 18:00

- 9.1 Enrolment for study hall and after school care is made at the beginning of each year. The appropriate form must be completed and returned to the School by the date indicated, without which enrolment cannot be confirmed.
- 9.2 Enrolment is for the entire school year.
- 9.3 Any request for change for the following term must be addressed to the School in writing one month before the end of the current term.
- 9.4 No refund will be given in the event of absence or changes made during the current term.

All levels & sections	(CHF)	1 st term	2 nd term	3 rd term	Yearly
1 day / week		172.–	141.–	107.–	420.–
2 days / week		340.–	278.–	212.–	830.–
3 days / week		507.–	416.–	317.–	1240.–
4 days / week		675.–	553.–	422.–	1650.–
5 days / week		839.–	687.–	524.–	2050.–

10 Wednesday afternoon After School Care

- 10.1 Supervised activities are organised on Wednesday afternoons from 12:45 to 16:20 for children in IIL START and Primary classes in the French and English sections.
- 10.2 Enrolment for Wednesday afternoon after school care is made at the beginning of each year. The appropriate form must be completed and returned to the School by the date indicated, without which enrolment cannot be confirmed.
- 10.3 Enrolment is for the entire school year.
- 10.4 Any request for change for the following term must be addressed to the Director in writing one month before the end of the current term.
- 10.5 No refund will be given in the event of absence or changes made during the current term.

IIL START & Primary classes	(CHF)	1 st term	2 nd term	3 rd term	Yearly
From 12:45 to 16:20		663.–	543.–	414.–	1620.–



11 Transport

- 11.1 A School bus service is available for pupils attending the Institut. This service covers the Canton of Geneva, and certain areas in the Canton of Vaud and neighbouring France.
- 11.2 Schedules and pick-up/drop-off points are determined to suit the majority. They can vary from year to year and IIL reserves the right to make changes during the year if necessary. Details are published during the second half of August.
- 11.3 Subscription is for the year and is based on a five-day week (Monday to Friday).

For the return trip, bus departure times from IIL are as follows:

- Monday, Tuesday, Thursday and Friday: 16:30
- Wednesday: 12:45

N.B. No transport will be provided for Secondary students whose lessons end after the departure of the school buses.

- 11.4 The following three options are possible:

- **Round-trip** (yearly rate)
- **Morning only** (65 % of yearly rate)
- **Afternoon only** (65 % of yearly rate).

The same bus line and pick-up and/or drop-off points apply in the case of each option. Requests for 2 different bus lines/stops may be considered, depending upon availability. If the weekly trips combine two bus lines, the greater of the two annual rates applies.

Requests for one-off trips are accepted in exceptional circumstances only and must be submitted 48 hours in advance. The final decision will depend on the availability of a place in the bus. The flat rate is CHF 20.– per trip/child (plus VAT 7.7%).

- 11.5 Requests for change must be addressed to the Service Bus in writing (servicebus@iil.ch) one month before the end of the current term and will only be considered in exceptional circumstances. The School reserves the right to refuse the request.
- 11.6 A 2% discount is granted for a second child and 5% for a third.
- 11.7 A deposit of CHF 1 000.– is due during the first term. The full amount outstanding for the year will be billed in the second term. Furthermore, a cancellation fee will be charged in the event of early termination of the contract.
- 11.8 IIL cannot be held accountable in case of unforeseen situations which impact on the bus route such as heavy traffic, accidents or breakdowns.

For safety reasons, in extreme weather conditions (e.g.: storms, heavy snowfall, very icy conditions), the school bus service may be cancelled **without warning**. The school however, makes every effort to inform the families in advance.



- 11.9 Safety in the bus is a priority. The School reserves the right to refuse the transport of any unusual objects (skis, suitcases, sledges, etc.) that could be a security risk. In addition, legal guardians are explicitly requested to read the Code of Conduct relative to school buses available on ENT (under “Tools”, “My Documents”, “To download”) and to support the driver and the School in ensuring that their child understands and complies to the rules. Should a child not respect the code of conduct, the School reserves the right to exclude him/her from the bus, temporarily or permanently.
- 11.10 A copy of the Authorisation to leave the French territory (available on ENT) duly completed must be handed to the bus driver with the requested copies of IDs on the first day of school.

N.B. Although this document usually concerns students living in France, it may be required by the customs in order to cross the border and is, therefore, compulsory for all students.



Bus rates for round trip

(Annual in CHF) - Rates do not include VAT (7.7 %)

Zone 1	Zone 2	Zone 3	Zone 4	Zone 5	Zone 6
3 070.–	3 340.–	3 750.–	3 940.–	4 230.–	4 780.–
Acacias	Aire-la-Ville	Bellevue	Annemasse (FR)	Anières	Chens-sur-Leman (FR)
Aire	Archamps (FR)	Bossey (FR)	Athenaz	Bonne (FR)	Crans-près-Céligny
Bastions	Bardonnex	Bourdigny	Avully	Challex (FR)	Crassier
Carouge	Bernex	Cartigny	Avusy	Céligny	Divonne (FR)
Champel	Chêne-Bougeries	Chambésy	Beaumont (FR)	Cessy (FR)	Excenevex (FR)
Charmilles	Chêne-Bourg	Collonges-sous-Salève (FR)	Chancy	Commugny	Hermance
Châtelaine	Cointrin	Etrembières (FR)	Chevry (FR)	Coppet	Léaz (FR)
Confignon	Cologny	Ferney-Voltaire (FR)	Choulex	Cranves-Sales (FR)	Messery (FR)
Contamines	Conches	Gaillard (FR)	Collex-Bossy	Crozet (FR)	Nernier (FR)
Florissant	Croix-de-Rozon	Laconnex	Collonge-Bellerive	Echenevex (FR)	Nyon
Grand-Lancy	Eaux-Vives	Neydens (FR)	Corsier	Fillinges (FR)	St-Cergues (FR)
La Jonction	Frontenex	Russin	Dardagny	Founex	
Les Délices	Grand-Pré	Satigny	Feigères (FR)	Mies	
Onex	Grand-Saconnex	Soral	Genthod	Pougny (FR)	
Petit-Lancy	Jardin Botanique	St-Julien (FR)	Gy	Tannay	
Pinchat	La Petite-Grave	Vandoeuvres	Jussy	Versonnex (FR)	
Plainpalais	Landecy	Vésenaz	La Plaine	Vétraz-Montoux (FR)	
Plan-les-Ouates	Le Bouchet		Meinier	Ville-la-Grand (FR)	
Pont-Butin	Le Lignon		Ornex (FR)		
Prairie	Les Avanchets		Prégnin (FR)		
Saconnex-d'Arve	Lully		Presinge		
Saint-Jean	Malagnou		Prévessin-Moëns (FR)		
Troinex	Meyrin		Puplinge		
Vessy	Paquis		Ségny (FR)		
Vieille-Ville	Perly Certoux		Sergy (FR)		
	Petit-Saconnex		Sézegnin		
	Pregny		St-Genis-Pouilly (FR)		
	Secheron		Thoiry (FR)		
	Servette		Versoix		
	Sézenove		Viry (FR)		
	Thônex				
	Varembé				
	Vernier				
	Veyrier				



12 Other activities

Conditions regarding other activities within the school (e.g. extra-curricular activities, after school care, camps during holidays, etc.) are available in the relevant documentation for each activity.

13 Payment

- 13.1 All bills must be paid within 30 days after the date of issue.
- 13.2 Should the above condition not be fulfilled, the School reserves the right to refuse a child's entry in school, pupils may be excluded from sitting end-of-year examinations, and documents may be withheld.
- 13.3 **Reminders:** CHF 100.– will be billed for second reminders.

14 Rules and regulations

- 14.1 Once a pupil has been admitted to the School his or her place is ensured for as long as the regulations are upheld and the fees are paid.
- 14.2 Pupils have the right to participate in all school and extra-curricular activities organised in class, provided their general conduct does not disrupt the activity.
- 14.3 The rules and regulations of the School must be respected. Pupils must follow the dress code for their section.
- 14.4 A pupil whose behaviour, school work or appearance is not satisfactory may be dismissed by the Director at any time.

15 Insurance

- 15.1 The School contracts **supplementary accident insurance** which is included in the annual fee. Before the beginning of each School year, pupils living outside of Switzerland must provide a certificate of accident insurance.
- 15.2 Legal guardians or the holder of parental authority must take out a third-party insurance policy for each child.



16 Confidentiality

Confidentiality and data protection are essential at the Institut International de Lancy.

The Institut International de Lancy is publishing its policy on privacy and data protection. The Privacy and Data Protection Policy, hereby attached, is an integral part of the present Conditions & Fees and covers staff activities within the Institut International de Lancy in their entirety. By accepting the current Conditions & Fees, the students, their legal representatives, and all other persons concerned, accept concurrently and unconditionally the Privacy and Data Protection Policy of the Institut International de Lancy.

Furthermore, specific conditions apply to the consultation and use of the School website and can be viewed via this link: www.iil.ch/en/terms-of-use. Notwithstanding, the overall conditions relative to the use of the website fall within the general framework laid out in the Privacy and Data Protection Policy of the Institut International de Lancy.

The Institut International de Lancy's Privacy and Data Protection Policy is aligned with the Swiss federal law on data protection (Loi sur la protection des données, LPD) and the European General Data Protection Regulation (GDPR) in effect since 25th May 2018, and complies with its core elements. In particular, it defines the manner in which data and user rights are dealt.

17 Final conditions

The conditions and rates here within are applicable for the current school year. The Institut International de Lancy reserves the right to review them from one year to the next.

Specific Rules and regulations relative to teaching, general services and to safety are an integral part of the present conditions. They are published on the official School website and may be updated at any time during the academic year.

The present conditions have been written in French and English. In case of divergence between the two versions, the French version serves as reference and is legally binding.

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

February 2021



Institut
International
Lancy

Contacts

Institut International de Lancy

Avenue Eugène-Lance 24

Case postale 1810

CH-1211 Genève 26

T 0041 22 794 26 20

www.iil.ch

Reception	<u>info@iil.ch</u>
Admissions	<u>admission@iil.ch</u>
Vie Scolaire	<u>viescolaire@iil.ch</u>
School Bus Service	<u>servicebus@iil.ch</u>
Extra-curricular Activities	<u>extrascolaire@iil.ch</u>
Billing Department	<u>facturation@iil.ch</u>
Personal Assistant to the Director General	<u>ad@iil.ch</u>