



Institut
International
Lancy

Conditions & Fees

2024/2025



The Institut International de Lancy (IIL) is a private international school providing primary and secondary education. In addition to guiding all learners in their schooling and preparing them for academic diplomas, IIL conveys core values and supports students in becoming responsible and autonomous individuals.

The Institut International de Lancy and the legal guardians, as well as the pupils over the age of 18, are bound by a fixed-term school contract, concluded for one academic year. The school contract is effective upon written acceptance of an enrolment or re-enrolment by IIL.

1 Admissions

- 1.1 There is no entitlement to enrolment. The School can refuse a request for enrolment without disclosing a reason.

An enrolment form completed and signed by legal guardians 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, and the pupil over the age of 18, accept and agree unconditionally to the terms of enrolment, the applicable 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 rules and regulations and the present Conditions and Fees also apply to any pedagogical or cultural excursions, both in Switzerland and abroad, as well as to all other schools or extracurricular activities organised by IIL in which the student participates.

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, the legal guardians, and the pupil over the age of 18, will be informed of the **acceptance** or **refusal** of their child's admission.
- 1.4 A **CHF 1 000.– non-reimbursable fee** payable within 15 days is required to confirm **enrolment**. Should an application be refused, the fee will be reimbursed. However, if the enrolment is cancelled or the pupil does not begin school on the foreseen date of entry, no reimbursement will be granted.
- 1.5 **An advance payment of CHF 2 000.–** for fees and other costs is due at least 4 months before the arrival of a pupil. If the payment is not received in due time, the child's place is not guaranteed.



- 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.–** is deducted. Cancellations must be addressed to the Director in writing.

2 Re-enrolment

- 2.1 Pupils must be re-enrolled each school year for the following year. A **re-enrolment** form must be filled in online and digitally signed by the legal guardians, **and** by pupils over the age of 18, by **22nd March 2024 (N.B. Conditions and Fees / Article 4. Duration of enrolment)**.
- 2.2 The **re-enrolment fee** of **CHF 900.–** is payable upon receipt of the invoice. Confirmation of re-enrolment will only be final once the School has received the re-enrolment form digitally signed 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 is an advance payment for school fees and will be deducted from the fees for the first term of the next academic year.
- 2.3 In the event of **cancellation** of re-enrolment after **31st March 2024**, no reimbursement of the re-enrolment 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 tuition 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 without disclosing a reason. Notification of refusal will be sent to the legal guardians, and pupils over the age of 18, within 30 days after the date of the e-signature and the re-enrolment fee will be reimbursed.

3 Enrolment during the school year

- 3.1 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. The second half of a term starts after a mid-term break (in October and February).
- 3.2 If a pupil does not begin school on the foreseen date, fees are due for the term within which the date of entry falls.

4 Duration of enrolment

- 4.1 Enrolment or re-enrolment is for one academic year (28th August 2024 to 27th June 2025).
- 4.2 By signing the enrolment or re-enrolment form, the signatory(ies) agree(s) to pay the tuition fees for the first or current term.
- 4.3 Cancellation of enrolment or re-enrolment on or after the first day of the academic year will entail payment of tuition fees for the current term.



- 4.4 In the event of an extended absence, no reduction of fees will be granted.
- 4.5 Should a pupil leave the school or be expelled during the course of the year, the total fees for the current term are due.

5 Terms

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

- **1st term**
Beginning of September to end of Christmas break
- **2nd term**
Beginning of January to end of March
- **3rd term**
Beginning of April to end of the school year

6 Calendar and timetable

- 6.1 The 2024/2025 academic calendar listing school holiday periods and occasional holidays is published on the official website www.iil.ch/en/community/calendar/. The calendar for 2025/2026 will be available by the end of December 2024.
- 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 day tuition, apart from “14e - mornings only”, “Nursery - mornings only” (5 mornings) and IB/Lycée students (5 days).
- 7.3 The legal guardians 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 and subsequent children, provided all children are of the same family and attend the School at the same time (discount applicable on the lowest fee).



7.4 Table of tuition fees

(CHF)

French Bilingual Curriculum	1 st term	2 nd term	3 rd term	Yearly
14e – mornings only	4 013.–	3 065.–	2 842.–	9 920.–
14e and 13e	6 824.–	5 212.–	4 834.–	16 870.–
12e	6 872.–	5 250.–	4 868.–	16 990.–
11e to 9e	7 277.–	5 559.–	5 154.–	17 990.–
8e and 7e	7 580.–	5 790.–	5 370.–	18 740.–
6e and 5e	8 187.–	6 254.–	5 799.–	20 240.–
4e and 3e	8 761.–	6 693.–	6 206.–	21 660.–
2de	9 663.–	7 382.–	6 845.–	23 890.–
1re	9 853.–	7 527.–	6 980.–	24 360.–
Terminale	10 412.–	7 953.–	7 375.–	25 740.–
Enhanced English Track				
10e	7 977.–	6 093.–	5 650.–	19 720.–
9e	8 507.–	6 498.–	6 025.–	21 030.–
8e et 7e	8 616.–	6 581.–	6 103.–	21 300.–
British Bilingual Curriculum				
Nursery – mornings only	4 041.–	3 087.–	2 862.–	9 990.–
Nursery	7 558.–	5 773.–	5 354.–	18 685.–
Reception	9 623.–	7 351.–	6 816.–	23 790.–
Year 1	9 663.–	7 382.–	6 845.–	23 890.–
Year 2 to Year 6	9 785.–	7 474.–	6 931.–	24 190.–
Year 7 to Year 9	10 622.–	8 114.–	7 524.–	26 260.–
Year 10	10 917.–	8 340.–	7 733.–	26 990.–
Year 11	10 978.–	8 386.–	7 776.–	27 140.–
IB Prep*	11 876.–	9 072.–	8 412.–	29 360.–
IB1 (Year 12)	11 876.–	9 072.–	8 412.–	29 360.–
IB2 (Year 13)	12 050.–	9 205.–	8 535.–	29 790.–
Bilingual English/French Curriculum				
Bilingual 1	9 061.–	6 921.–	6 418.–	22 400.–
Bilingual 2 to Bilingual 8	10 484.–	8 009.–	7 427.–	25 920.–

* 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, and the pupil over the age of 18, 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.

7.5 The following costs are not included in tuition fees:

- I Enrolment fees: CHF 1 000.–.
- II Books, as well as a flat rate for digital resources in Secondary, are billed separately.
- III School supplies.

The School provides pupils in Primary with part of the school supplies, including consumables, which are billed separately on a flat rate. The legal guardians purchase other necessary school supplies from the list communicated to them by the Directors of Section before the start of the academic year.

For Secondary pupils, the legal guardians or the pupil over the age of 18 purchase(s) other necessary school supplies from the list communicated to them by the Directors of Section before the start of the academic year.

- IV Some options or lessons other than those included in the official curricula are billed additionally.

Enrolment for an option, whether included or not in the official curriculum, billed additionally or part of the tuition fees, is made at the time of enrolment or re-enrolment. As the choice of options has an impact on the organisation of the school year, enrolment for any option applies for the entire academic year. No modification or cancellation of enrolment can be accepted.

Specific options billed additionally	1 st term	2 nd term	3 rd term	Yearly
Football Option Year 7, Year 8, 6e and 5e	1 315.–	1 004.–	931.–	3 250.–
Football Option Year 9 and 4e	692.–	528.–	490.–	1 710.–
Science in English 6e	1 335.–	1 020.–	945.–	3 300.–
Science in English 5e and 4e	1 658.–	1 267.–	1 175.–	4 100.–
History & Geography in English 6e, 5e and 4e*	-	-	-	400.–
Creative Options Year 10 and Year 11	202.–	154.–	144.–	500.–
Materials for Art options (French & English Secondary)	-	-	-	420.–

**No additional fee if the student is already enrolled for Science in English.*



- V Class excursions. Primary day outings are included in the school fees. Any outing with an overnight stay, with an exceptional programme or concerning secondary students will be billed separately, as specified in the registration circular.
- VI Sports excursions.
- VII Enrolment fees for examinations (e.g. Diplôme National du Brevet, French Baccalaureate, Checkpoint, IGCSE, International Baccalaureate).
- VII 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 Fees for administrative formalities, including entrance examinations, requested to enter other institutions in Switzerland or abroad (per student):
 - 1 to 3 institutions: CHF 200.–
 - 4 to 6 institutions: CHF 400.–
 - For each additional institution: CHF 100.–
- XI Translation of IIL reports from/to English or French. This service is subject to the 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 security deposit of CHF 250.–, included on the bill for the first term of the first year of enrolment, to cover any damages caused by students to the equipment and/or accessories allocated by the School. The deposit will be refunded at the departure of the student from IIL provided no damages have been incurred. Any damages or loss of equipment and/or accessories will be charged during the academic year.

8 Meal service

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 Y1/11e/B4 and above: from 1 to 5 days per week)

8.2 The option chosen applies for the entire academic 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 are due for the following term.



- 8.3 The legal guardians, and the pupil over the age of 18, must specify any food allergies of the pupil in the medical form to be completed at the beginning of each academic year. A Personalised Care Plan will be set up according to the information provided. Nonetheless, the School reserves the right to refuse a registration for school meals should it be impossible to meet the requirements and constraints imposed by such allergies.
- 8.4 No reduction is made if a pupil is absent. If a child is absent for a month or more, and only on medical grounds, a 50% reduction may be granted on fees for school meals only.
- 8.5 Tariffs for meals (VAT 8.1% included) are given in Swiss Francs and are in addition to tuition fees.

All levels & sections	(CHF)	1 st term	2 nd term	3 rd term	Yearly
1 day / week		243.–	185.–	172.–	600.–
2 days / week		485.–	371.–	344.–	1 200.–
3 days / week		728.–	556.–	516.–	1 800.–
4 days / week		967.–	738.–	685.–	2 390.–
5 days / week		1 209.–	924.–	857.–	2 990.–

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

- 8.6 Students who are not enrolled for school lunch on a yearly basis may enrol for one-off school meals. Requests must be made on ENT. The flat rate is CHF 21.– per student/meal.

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, without which enrolment cannot be confirmed.
- 9.2 Enrolment is for the entire school year. The appropriate form must be completed and returned to the School by the date indicated, without which enrolment cannot be confirmed.
- 9.3 No refund will be given in the event of absence or changes made during the current term.



- 9.4 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.

All levels & sections	(CHF)	1 st term	2 nd term	3 rd term	Yearly
1 day / week		232.–	178.–	165.–	575.–
2 days / week		465.–	355.–	330.–	1 150.–
3 days / week		696.–	531.–	493.–	1 720.–
4 days / week		886.–	677.–	627.–	2 190.–
5 days / week		1 106.–	845.–	784.–	2 735.–

- 9.5 Students who are not enrolled for after school care or study hall on a yearly basis may enrol for one-off sessions. Requests must be made on ENT. Validation will depend on the availability of a place. The flat rate is CHF 20.– per student.

- 9.6 In the event of exceptional lateness, parents must inform the garderie on 022 884 90 28.

Any delay in collecting the child(ren) will result in a surcharge of 10CHF per child and per quarter of an hour started.

This surcharge will be applied to the quarterly invoices.

In the event of systematic lateness on the part of the legal guardians, the school reserves the right to cancel the enrolment of the child(ren).

10 Wednesday afternoon After School Care

- 10.1 Supervised activities are organised on Wednesday afternoons from 12:45 to 16:20 for children in the French, English and Bilingual Primary 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.

French, English and Bilingual Primary (CHF)	1 st term	2 nd term	3 rd term	Yearly
From 12:45 to 16:20	671.–	513.–	476.–	1 660.–

- 10.6 Students who are not enrolled for Wednesday afternoon after school care on a yearly basis may enrol for one-off sessions. Requests must be made on ENT. Validation will depend on the availability of a place. The flat rate is CHF 50.– per



student from 12:45 to 16:20 (after school care) and CHF 65.– from 12:45 to 18:00 (after school care and study hall).

- 10.7 In the event of exceptional lateness, parents must inform the garderie on 022 884 90 28.

Any delay in collecting the child(ren) will result in a surcharge of 10CHF per child and per quarter of an hour started.

This surcharge will be applied to the quarterly invoices.

In the event of systematic lateness on the part of the legal guardians, the school reserves the right to cancel the enrolment of the child(ren).

11 Transport

- 11.1 A school bus service is available for pupils attending the School. 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. Late registration requests are considered for existing bus stops only, depending upon availability.

- 11.3 Registration is for one academic 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: 16:35
- 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 apply.

Requests for one-off use of a route other than the one for which the student is enrolled are only accepted in exceptional circumstances and must be submitted 48 hours in advance. The final decision will depend on the availability of a place in the bus.

Requests for one-off trips for students not enrolled for school transport are only accepted in exceptional circumstances 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 26.– per trip/child (VAT 8.1% included).



- 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. In the event of a change of address during the academic year, the school bus service cannot guarantee a place in another bus.
- 11.6 A 5% discount is granted for a second child and 10% for a third.
- 11.7 A deposit of CHF 1 000.– is due during the first term. The fee for the full year is billed at the beginning of the second term. Cancellation of registration before the end of the school year entails payment of cancellation fees.
- 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 legal guardians, and the pupil over the age of 18, 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 their personal ENT profile (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 The legal guardians can allow their child to leave the school bus without a designated adult present at the bus stop by following the procedure detailed on ENT at the time of registration for the school bus service. By doing so, they exempt the School from all responsibility and related obligation.
- 11.11 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.
- 11.12 In the event of a significant change in fuel prices, IIL reserves the right to amend bus rates based on the impact of the change in the National Consumer Price Index (CPI) for fuel. In such a situation, the legal guardians, and the pupil over the age of 18, will be informed in advance and any rate adjustments will appear on the bill for one of the following terms.



11.13 Bus rates for round trip

Annual in CHF - VAT 8.1% included

Zones and bus stops listed below are presented for information based on the bus lines in operation for 2023/2024 academic year.

Zone 1	Zone 2	Zone 3	Zone 4	Zone 5	Zone 6
3 580.–	3 890.–	4 370.–	4 590.–	4 930.–	5 560.–
Agustins	Aire-la-Ville	Bellevue	Annemasse (FR)	Anières	Crans-près-Céligny
Aïre	Archamps (FR)	Bossey (FR)	Athenaz	Bonne (FR)	Divonne (FR)
Bastions	Bardonnex	Bourdigny	Avully	Challex (FR)	Douvaine (FR)
Carouge	Bernex	Cartigny	Avusy	Chavannes-des-bois	Excenevex (FR)
Champel	Chêne-Bougeries	Chambésy	Beaumont (FR)	Céligny	Hermance
Charmilles	Chêne-Bourg	Collonges-sous-Salève (FR)	Chancy	Cessy (FR)	Messery (FR)
Châtelaine	Cointrin	Etrembières (FR)	Chevry (FR)	Commugny	Nernier (FR)
Confignon	Cologny	Ferney-Voltaire (FR)	Choulex	Coppet	Nyon
Contamines	Conches	Gaillard (FR)	Collex-Bossy	Cranves-Sales (FR)	St-Cergues (FR)
Florissant	Croix-de-Rozon	Laconnex	Collonge-Bellerive	Crozet (FR)	
Grand-Lancy	Eaux-Vives	Neydens (FR)	Corsier	Echenevex (FR)	
La Jonction	Frontenex	Russin	Dardagny	Fillinges (FR)	
Les Délices	Grand-Pré	Satigny	Feigères (FR)	Founex	
Onex	Grand-Saconnex	Soral	Genthod	Mies	
Petit-Lancy	Jardin Botanique	St-Julien (FR)	Gy	Tannay	
Pinchat	La Petite-Grave	Vandoeuvres	Jussy	Versonnex (FR)	
Plainpalais	Landecy	Vésenaz	Meinier	Vétraz-Montoux (FR)	
Plan-les-Quates	Le Bouchet		Ornex (FR)	Ville-la-Grand (FR)	
Pont-Butin	Le Lignon		Prégnin (FR)		
Prairie	Les Avanchets		Presinge		
Saconnex-d'Arve	Lully		Prévessin-Moëns (FR)		
Saint-Jean	Malagnou		Puplinge		
Troinex	Meyrin		Ségny (FR)		
Vessy	Paquis		Sergy (FR)		
Vieille-Ville	Perly Certoux		Sézegnin		
	Petit-Saconnex		St-Genis-Pouilly (FR)		
	Pregny		Thoiry (FR)		
	Secheron		Versoix		
	Servette		Viry (FR)		
	Sézenove				
	Thônex				
	Varembé				
	Vernier				
	Veyrier				



12 Extracurricular activities

An extracurricular activity (ECA) is an optional activity taking place at the school, that falls outside the realm of the curriculum. This offer is managed by the IIL “Extrascolaire” department (extrascolaire@iil.ch).

There are four types of ECA at IIL:

Number of students	ECA lead by	
Group (min. 5 students)	IIL teacher	Independent teacher
Individual (1 student)	IIL teacher	Independent teacher

N.B. Other activities are taking place at the school during the academic year, such as competitions, outings, clubs, etc., but they do not follow the ECA conditions and process. In this case, should there be a timetable conflict, the ECA will not be reimbursed. Information regarding such activities is provided to families by the school departments concerned over the course of the year.

12.1 Enrolment

Enrolment procedure

The ECA programme is available to consult on the first week of term: parents can consult the ECA programme via their ENTpage which has already been pre-filtered by class group and age of their child(ren), they and can preselect their favourites.

Options or private tutoring may be proposed at the same time as an extracurricular activity, but they should take priority over them. Parents are encouraged to check their children’s timetables before registering them for any extracurricular activities.

The enrolment system opens the second week of school and operates following a “first come first served” basis. Parents are automatically informed by the system of the enrolment request status.

For individual ECA provided by an independent teacher, parents must contact the teacher directly (contact details provided).

Confirmation

At the end of the enrolment period, IIL sends an email requesting that parents sign the contract using their electronic signature.

NB. The enrolment is not valid until the contract is signed.

For Individual ECA provided by an independent teacher, the teacher contacts the parents directly.

NB. The enrolment cover one academic year, and no refund will be allowed.

The article 15 of the present Conditions & Fees applies to all ECA.



Cancellation

For logistic reasons, all parties need to be informed of absences and cancellations.

Any matters related to ECAs managed by independent teachers should be discussed directly with the teacher.

An ECA is made of 28 sessions taking place from the beginning of the academic year until mid-May/mid-June*.

**The end date and/or the number of sessions can vary based on the following: teacher and room availability, upcoming calendar events.*

	Cancellation			
	Activity (all sessions)		1 session	
	By parents	By IIL or the independent teacher	By parents	By IIL or the independent teacher
Group (min. 5 students) with an IIL teacher	Parents send an email to the Extrascolaire Department	<i>(if enrolments are not sufficient)</i> The Extrascolaire Department informs the parents	Parents send an email to the Extrascolaire Department	The Extrascolaire Department sends an email to parents and propose an alternative date
Individual (1 student) with an IIL teacher	Parents send an email to the Extrascolaire Department & the IIL teacher	The teacher informs the parents & the Extrascolaire Department	Parents send an email to the Extrascolaire Department & the IIL teacher	The teacher or the Extrascolaire Department informs the parents
Individual/Group (1 student) with an independent teacher	Parents send an email to the Extrascolaire Department & the independent teacher	The teacher informs the parents & the Extrascolaire Department	Parents send an email to the Extrascolaire Department & the independent teacher	The teacher informs the parents & the Extrascolaire Department

N.B. The first session is considered a trial session. If the student does not wish to continue, please contact the Extrascolaire Department (extrascolaire@iil.ch). After the second session, cancellations will no longer be possible.

12.2 Price and Billing

Price

Prices for ECA vary according to programmes and contents. Extra costs may also apply for supplies. Please consult the ECA programme for further information.



Time of the day	Duration (minutes)	Number of sessions* (per academic year)
Lunchtime	45	28
After school	50	28

**The end date and/or the number of sessions can vary based on the following: teacher and room availability, upcoming calendar events.*

Billing

Number of students	ECA lead by	
	IIL Teacher	Independent teacher
Group (min. 5 students)	Parents are invoiced by IIL (2 invoices / academic year)	Parents are invoiced by the independent teacher
Individual (1 student)	Parents are invoiced by IIL (3 invoices / academic year, based on the number of sessions completed)	Parents are invoiced by the independent teacher

For ECA provided by IIL teachers, two bills are issued over the academic year: the first one in October for the first semester, and the second one in March for the second semester.

Independent teachers bill parents directly according to their own applicable conditions.

13 Other activities

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

14 Payment

- 14.1 If payment of the fees is not received by the **due date on the bill**, the School reserves the right to refuse a child's entry in class until the situation is rectified.
- 14.2 In the event of late payment, **reminder fees** apply and are added to the bill.
- 14.3 **Payment restrictions:** the Institut International de Lancy cannot accept payments from any sanctioned countries officially listed on <https://sanctionssearch.ofac.treas.gov>



15 Rights and obligations of the pupil and legal guardians

- 15.1 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.
- 15.2 Pupils can participate in all school and extracurricular activities organised in class, provided their general conduct does not disrupt the activity.
- 15.3 The rules and regulations of the School must be respected. Pupils must follow the dress code for their section.

If pupils do not respect IIL rules and regulations, including the dress code, legal guardians are not entitled to challenge any disciplinary actions taken by the School.

- 15.4 A pupil whose behaviour, school work or appearance is not satisfactory may be excluded by the Director at any time.

The exclusion of a student, regardless of the reason, does not exempt legal guardians, and the pupil over the age of 18, from their financial obligations to the School.

In order for the School to fulfil its educational purpose, it is essential for the School and the legal guardians to ensure positive and constructive relations. Therefore, the School reserves the right, at its sole discretion, to exclude a pupil whose legal guardians have a negative attitude towards the School, a member of its staff and/or another student, at any time. Legal guardians challenging the decisions of the School, including as regards the applicable rules and regulations, any disciplinary measures or pedagogical questions, may constitute grounds for exclusion.

16 Insurance

- 16.1 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.
- 16.2 Legal guardians must take out a third-party insurance policy for each child.

17 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.

18 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 2024