

# Conditions & Fees



2025/2026

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 students 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.

## I. Admissions

### 1. Admission procedure

The enrolment of a student at the Institut International de Lancy follows a precise procedure.

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.

By signing the enrolment form, the legal guardians, and/or the student 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/](http://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)

After the application has been reviewed by the Director, the legal guardians, and the student over the age of 18, will be informed of the **acceptance** or **refusal** of their child's admission.

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

### 2. Enrolment fees

If the request for **enrolment is accepted**, a **CHF 1 000.–** non-reimbursable fee payable upon receipt of the invoice is required to confirm enrolment.

An **advance payment** of **CHF 2 000.–** for school fees upon reception of the invoice. 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.

If the payment of these fees is not received, registration will be cancelled.

### 3. Cancellation of enrolment

Any cancellation of enrolment must be addressed to the Admission Department in writing.

In the event of cancellation:

- The **enrolment fee** is not reimbursed.
- If the enrolment is cancelled **before 15th June**, the advance payment of CHF 2 000.– is not reimbursed.
- If the enrolment is cancelled **after 15th June** but before the first day of the school year, **20% of the yearly tuition fee** is due. The advance payment of **CHF 2 000.–** is deducted from the amount due.

## II. Re-enrolment

### 1. Re-enrolment procedure

Students 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 students over the age of 18, **within the deadlines communicated by the school**.

### 2. Re-enrolment fee

The **re-enrolment fee** of **CHF 900.–** is an advance payment on tuition fees and is payable upon reception of the invoice. Re-enrolment will only be confirmed once the School has received the re-enrolment form digitally signed by the legal guardians and by students over the age of 18, together with the re-enrolment fee. If the re-enrolment procedure is not completed by the deadline set in article II.1, the child will be placed on a waiting list.

The re-enrolment fee of CHF 900.– being an advance payment on tuition fees, it will be deducted from the fees for the first term of the next academic year.

### 3. Cancellation of re-enrolment

Any **cancellation** of re-enrolment must be addressed to the Admission Department in writing.

In the event of cancellation:

- After the end of the re-enrolment process, the **advance payment** of CHF 900.– is **not reimbursed**.
- If the re-enrolment is cancelled **after 15th June** but before the first day of the school year, **20% of the yearly tuition fee** is due. The **advance payment** of CHF 900.– is deducted from the amount due.

**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 students over the age of 18, within 30 days after the date of the e-signature and the re-enrolment fee will be reimbursed.

## III. Selection of options

During the re-enrolment process, students select their options. New students will be sent a specific communication. As the choice of options has an impact on the organisation of the school year, enrolment in any option is valid for the entire school year.

Any change of option must be exceptional. Requests must be submitted in writing to the Admission Department, stating the reasons for the change. The School will reply as soon as possible.

**No change to or withdrawal from an option will be accepted after 15th June.**

## IV. Enrolment during the school year

For students arriving in the course of the 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, if the student arrives during the second half of the term, only 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).

If a student does not begin school on the foreseen date, fees are due for the term within which the date of entry falls.

## V. Tuition fees

### 1. General information

Yearly tuition fees are payable for each term, according to the billing schedule below:

- **1st term**  
Invoice issued by the end of September
- **2nd term**  
Invoice issued by the end of December
- **3rd term**  
Invoice issued by the end of March

A complementary invoice for 3rd term activities will be issued in June if necessary.

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).

The legal guardians who have more than one child attending the School and who do not receive any direct 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 that all children are of the same family and attend the School at the same time (discount applicable on the lowest fee).

In the event of an extended absence, there will be no reduction in tuition, option or service fees.

In the event of departure or dismissal in the course of the academic year, the tuition and options fees for the interrupted term are due in full.

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 student 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.

## 2. Table of tuition fees (CHF)

French Bilingual Curriculum	1 <sup>st</sup> term	2 <sup>nd</sup> term	3 <sup>rd</sup> term	Yearly
14e – mornings only	4 035.–	3 251.–	2 634.–	9 920.–
14e and 13e	6 862.–	5 528.–	4 480.–	16 870.–
12e	6 980.–	5 623.–	4 557.–	17 160.–
11e to 9e	7 391.–	5 954.–	4 825.–	18 170.–
8e and 7e	7 700.–	6 203.–	5 027.–	18 930.–
6e and 5e	8 441.–	6 799.–	5 510.–	20 750.–
4e and 3e	9 030.–	7 275.–	5 895.–	22 200.–
2de	9 962.–	8 025.–	6 503.–	24 490.–
1re	10 158.–	8 182.–	6 630.–	24 970.–
Terminale	10 731.–	8 644.–	7 005.–	26 380.–
Enhanced English Track				
10e	8 104.–	6 527.–	5 289.–	19 920.–
9e	8 640.–	6 960.–	5 640.–	21 240.–
8e et 7e	8 750.–	7 048.–	5 712.–	21 510.–
British Bilingual Curriculum	1 <sup>st</sup> term	2 <sup>nd</sup> term	3 <sup>rd</sup> term	Yearly
Nursery – mornings only	4 092.–	3 296.–	2 672.–	10 060.–
Nursery	7 656.–	6 167.–	4 997.–	18 820.–
Reception	9 746.–	7 852.–	6 362.–	23 960.–
Year 1	9 787.–	7 884.–	6 389.–	24 060.–
Year 2 to Year 6	9 910.–	7 982.–	6 468.–	24 360.–
Year 7 to Year 9	10 755.–	8 664.–	7 021.–	26 440.–
Year 10	11 056.–	8 906.–	7 217.–	27 180.–
Year 11	11 260.–	9 070.–	7 350.–	27 680.–
IB Prep*	12 183.–	9 814.–	7 953.–	29 950.–
IB1 (Year 12)	12 183.–	9 814.–	7 953.–	29 950.–
IB2 (Year 13)	12 362.–	9 958.–	8 070.–	30 390.–
Bilingual English/French Curriculum	1 <sup>st</sup> term	2 <sup>nd</sup> term	3 <sup>rd</sup> term	Yearly
Bilingual 1	9 340.–	7 524.–	6 096.–	22 960.–
Bilingual 2 to Bilingual 8	10 808.–	8 707.–	7 055.–	26 570.–

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



### 3. Costs not included in tuition fees

- Enrolment fees: CHF 1 000.–.
- Books, as well as a flat rate for digital resources are billed separately.
- School supplies.
- The School provides students in Primary with part of the school supplies, including consumables, which are billed separately at 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 students, the legal guardians or the student 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.
- Some options or lessons are billed additionally:

Specific options billed additionally	(CHF)	1st term	2nd term	3rd term	Yearly
Science in English 6e		1 342.–	1 082.–	876.–	3 300.–
Science in English 5e and 4e		1 668.–	1 344.–	1 088.–	4 100.–
History & Geography in English 6e, 5e & 4e <sup>(1) (2)</sup>		-	-	-	400.–
Creative Options Year 10 and Year 11		202.–	164.–	134.–	500.–
Materials for Art options (English & French Secondary) <sup>(2)</sup>		-	-	-	420.–
Sport Passion Nature (English, French & Bilingual Primary) <sup>(2)</sup>		depending on the menu selected at the time of enrolment			
Sport Creativity (English & French Secondary) <sup>(2)</sup>		depending on the menu selected at the time of enrolment			
Duke of Edinburgh's International Award (English & French Secondary) <sup>(2)</sup>		depending on the level (Gold, Silver, Bronze)			

<sup>(1)</sup> No additional fee if the student is already enrolled for Science in English.

<sup>(2)</sup> Option invoiced for the whole academic year during the 1st term.

- Pedagogical outings and trips. 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.
- Other activities and events subject to registration and billed separately, as specified in the registration circular.
- Enrolment fees for examinations (e.g. Diplôme National du Brevet, French Baccalaureate, Checkpoint, IGCSE, International Baccalaureate).
- 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.
- Costs relating to special, individualised support for examinations.
- 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.–
- 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.

- Repairs to IT equipment supplied by the school. The amounts to be billed are indicated in the Student IT Charter.
- Creation of a new personal identification badge. In the event of loss, the legal guardians order a new badge for the student directly via ENT, for which a fee of CHF 20.– will be billed.

#### 4. Payment of invoices

If the payment **deadline specified on the invoice** is not met, the School reserves the right to refuse the student access to classes or services until the situation has been rectified.

In the event of late payment, **reminder fees** apply and are added to the bill.

**Payment restrictions:** the Institut International de Lancy cannot accept payments from any sanctioned countries officially listed on <https://sanctionssearch.ofac.treas.gov>.

## VI. Meal Service

Students may be signed up for one of three options:

- Lunch out**  
(students 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 students in Y1/11e/B4 and above: from 1 to 5 days per week)

The option chosen applies for the entire academic year and is billed at the beginning of each term. Requests for change made by 30th September due to timetable conflict may be considered on an exceptional basis.

After this date, any request for a change should remain exceptional and be addressed in writing to the Vie Scolaire ([viescolaire@iil.ch](mailto:viescolaire@iil.ch)). If the request is approved, the change will only apply from the following term. Otherwise, the fees for the following term remain payable.

The legal guardians, and the student over the age of 18, must specify any food allergies of the student in the medical form to be completed at the beginning of each academic year. If necessary, 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.

No reduction is made if a student 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.

Tariffs for meals (VAT 8.1% included) are given in Swiss Francs and are in addition to tuition fees.

All levels & sections*	(CHF)	1 <sup>st</sup> term	2 <sup>nd</sup> term	3 <sup>rd</sup> term	Yearly
1 day / week		264.–	213.–	173.–	650.–
2 days / week		521.–	419.–	340.–	1 280.–
3 days / week		765.–	616.–	499.–	1 880.–
4 days / week		1 005.–	809.–	656.–	2 470.–
5 days / week		1 216.–	980.–	794.–	2 990.–

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

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 48 hours in advance. The flat rate for one-off meals is CHF 21.– per student/meal.

## VII. Transport

### 1. General information

A school bus service is available for students attending the School. This service covers the Canton of Geneva, and certain areas in the Canton of Vaud and neighbouring France.

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.

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.*

### 2. Enrolment for transport

Annual enrolments for school transport follow the schedule below:

- Requests for enrolment are made during the IIL annual re-enrolment procedure (1st calendar term) or as part of the enrolment process for new students.
  - New students arriving in the course of the academic year will be offered a place on one of the existing lines, with existing stops and schedules. No additional lines will be added or created.
- After 15th June but before the first day of the school year, enrolments for school transport are considered final.
  - In the event of cancellation of a request for enrolment, 50% of the total fee for the service requested is due, except for students in Upper Secondary enrolled for the afternoon journey whose courses finish after 16:30. Any cancellation must be addressed by email to the Bus Service ([servicebus@iil.ch](mailto:servicebus@iil.ch)).
  - In the event of a change (e.g. from round trip to one-way journey or from one-way journey to round trip), 10% of the total fee for the service initially requested is due. The place is not guaranteed for the year **until** the Bus Service confirms availability in writing.

Schedules and pick-up/drop-off points are published during the second half of August. The itineraries and schedules for a given year must not be considered as indicative of the itineraries and schedules for another year.

Late registration requests are considered for existing bus stops only, depending upon availability.

Registration is for one academic year and is based on a five-day week (Monday to Friday).

### 3. Enrolment options

#### a. Annual enrolment

The place is guaranteed.

The discount for siblings (5% for the second child and 10% for the third child) applies.

The following three options are possible:

- Round-trip
- Morning only
- Afternoon only

**The same bus line and pick-up and/or drop-off points** apply in the case of each option.





b. Annual enrolment for two bus lines

*Ex: one week with a stop in Satigny and another week with a stop in Champel.*

A place is guaranteed on each line.

The annual fee is 100% of the greater annual rate and 50% of the second line rate.

The discount for siblings (5% for the second child and 10% for the third child) applies.

c. Annual enrolment and specific journey(s)

*Ex: annual enrolment for Satigny and request to use another line to go to ECA in Vernier on Tuesday evenings.*

Requests must be sent as soon as possible to the Bus Service.

The place is not guaranteed for the year until the Bus Service confirms availability in writing (by the end of August at the earliest).

An annual fee of CHF 400.– (8.1% VAT included) per request and per line is charged in addition to the annual rate for the line. No further changes will be accepted for this journey.

d. Enrolment for one-off use of a bus line

Requests for one-off use of the school transport service must be addressed by email to the Bus Service ([servicebus@iil.ch](mailto:servicebus@iil.ch)) 48 hours in advance (and on Thursdays at the latest for transport requests on Mondays). If the availability of place on the line in question is confirmed, the Bus Service will propose a bus stop and schedule. The place is not guaranteed for the transport requested until the Bus Service confirms in writing the agreement reached between the parties.

The flat rate is CHF 26.– per request/child (VAT 8.1% included) and will be included in the invoice for next term.

4. Financial conditions relating to the transport service

Enrolment to the service is for one academic year. Therefore, in the event of cancellation, there will be no reimbursement.

Any requests for change in the course of the year (ex: change of address after moving) will be reviewed by the Bus Service.

The Bus Service cannot guarantee a place in another bus.

In the event of a change (e.g. from round trip to one-way journey or from one-way journey to round trip, or change of line), 10% of the total fee for the greater rate will be due. The place is not guaranteed for the year until the Bus Service confirms availability in writing.

An advance payment of CHF 1 000.– is included in the invoice for the first term. The full annual fee, after deduction of this advance payment, will be invoiced in the second term.

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 student over the age of 18, will be informed in advance and any rate adjustments will appear on the bill for the following term.

## 5. Transport rates

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 2024/2025 academic year.*

	Zone 1	Zone 2	Zone 3	Zone 4	Zone 5	Zone 6
Round Trip	3 595.–	3 915.–	4 395.–	4 620.–	4 960.–	5 595.–
Morning only or Afternoon only	2 410.–	2 625.–	2 945.–	3 095.–	3 325.–	3 750.–
	Augustins	Aire-la-Ville	Bellevue	Annemasse (FR)	Anières	Chens-Sur-
	Aire	Archamps (FR)	Bossey (FR)	Athenaz	Bonne (FR)	Léman (FR)
	Bastions	Bardonnex	Bourdigny	Avully	Challex (FR)	Crans-près-Céligny
	Carouge	Bernex	Cartigny	Avusy	Chavannes-des-	Divonne (FR)
	Champel	Chêne-Bougeries	Chambésy	Beaumont (FR)	bois	Douvaine (FR)
	Charmilles	Chêne-Bourg	Collonges-sous-	Chancy	Céligny	Excenevex (FR)
	Châtelaine	Cointrin	Salève (FR)	Chevry (FR)	Cessy (FR)	Hermance
	Confignon	Cologny	Etrembières (FR)	Choulex	Commugny	Messery (FR)
	Contamines	Conches	Ferney-Voltaire	Collex-Bossy	Coppet	Nernier (FR)
	Florissant	Croix-de-Rozon	(FR)	Collonge-Bellerive	Cranves-Sales (FR)	Nyon
	Grand-Lancy	Eaux-Vives	Gaillard (FR)	Corsier	Crozet (FR)	St-Cergues (FR)
	La Jonction	Frontenex	Laconnex	Dardagny	Echenevex (FR)	
	Les Délices	Grand-Pré	Neydens (FR)	Feigères (FR)	Fillinges (FR)	
	Onex	Grand-Saconnex	Russin	Genthod	Founex	
	Petit-Lancy	Jardin Botanique	Satigny	Gy	Mies	
	Pinchat	La Petite-Grave	Soral	Jussy	Tannay	
	Plainpalais	Landecy	St-Julien (FR)	Meinier	Versonnex (FR)	
	Plan-les-Ouates	Le Bouchet	Vandoeuvres	Ornex (FR)	Vétraz-Montoux	
	Pont-Butin	Le Lignon	Vésenaz	Prégnin (FR)	(FR)	
	Prairie	Les Avanchets		Presinge	Ville-la-Grand (FR)	
	Saconnex-d'Arve	Lully		Prévessin-Moëns		
	Saint-Jean	Malagnou		(FR)		
	Troinex	Meyrin		Puplinge		
	Vessy	Pâquis		Ségny (FR)		
	Vieille-Ville	Perly Certoux		Sergy (FR)		
		Petit-Saconnex		Sézegnin		
		Pregny		St-Genis-Pouilly		
		Secheron		(FR)		
		Servette		Thoiry (FR)		
		Sézenove		Versoix		
		Thônex		Viry (FR)		
		Varembé				
		Vernier				
	Vevrier					

## 6. Rights and duties relating to transport

- 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 transport may be cancelled without warning. The School, however, makes every effort to inform the legal guardians, and the student over the age of 18, in advance.

- 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 with the rules. Should a child or his/her legal guardian not respect the Code of conduct, the School reserves the right to exclude the child from the bus, temporarily or permanently.
- 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 transport. By doing so, they exempt the School from all related responsibilities and obligations.
- For all children on cross-border routes, 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.

## VIII. Study Hall and After School Care from 16:20 to 18:00

Enrolment for study hall and after school care is made at the beginning of each year, without which enrolment cannot be confirmed. The enrolment is valid for one academic year.

No refund will be allowed in the event of absence or changes made in the course of a term.

Any request for change for the following term must be addressed to the Vie Scolaire ([viescolaire@iil.ch](mailto:viescolaire@iil.ch)) by email one month before the end of the current term.

All levels & sections	(CHF)	1 <sup>st</sup> term	2 <sup>nd</sup> term	3 <sup>rd</sup> term	Yearly
1 day / week		233.–	188.–	154.–	575.–
2 days / week		468.–	377.–	305.–	1 150.–
3 days / week		700.–	564.–	457.–	1 720.–
4 days / week		890.–	718.–	582.–	2 190.–
5 days / week		1 113.–	896.–	726.–	2 735.–

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 availability. The flat rate is CHF 20.– per student/per request.

In the event of exceptional lateness, legal guardians must inform the service on +41 22 884 90 28.

Any late pick-up will result in an additional fee of CHF 10.– per child and per quarter of an hour started. This additional fee will appear on the invoice for next term.

In the event of repeated lateness on the part of the legal guardians, the School reserves the right to cancel the student's enrolment in study hall or after school care.

## IX. Wednesday Afternoon After School Care

Fun activities are organised on Wednesday afternoons from 12:45 to 16:30 for children in the French, English and Bilingual Primary sections.

Enrolment for Wednesday afternoon after school care is made at the beginning of each year, without which enrolment cannot be confirmed. The enrolment is valid for one academic year.

Any request for change for the following term must be addressed to the Vie Scolaire ([viescolaire@iil.ch](mailto:viescolaire@iil.ch)) by email one month before the end of the current term.

No refund will be allowed in the event of absence or changes made in the course of a term.

For students enrolled in one or two extracurricular activities at IIL, the following discounts apply:

French, English and Bilingual Primary (CHF)	1 <sup>st</sup> term	2 <sup>nd</sup> term	3 <sup>rd</sup> term	Yearly
After School Care only	675.–	544.–	441.–	1 660.–
With 1 extracurricular activity*	476.–	383.–	311.–	1 170.–
With 2 extracurricular activities*	305.–	246.–	199.–	750.–

\* Extracurricular activity fees are not included and are charged in addition.

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 availability. The flat rate is CHF 50.– per student/per request from 12:45 to 16:30 (after school care) and CHF 65.– from 12:45 to 18:00 (after school care and study hall).

In the event of exceptional lateness, legal guardians must inform the service on +41 22 884 90 28.

Any late pick-up will result in an additional fee of CHF 10.– per child and per quarter of an hour started. This additional fee will appear on the invoice for next term.

In the event of repeated lateness on the part of the legal guardians, the School reserves the right to cancel the student's enrolment in study hall or after school care.

## X. 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](mailto:extrascolaire@iil.ch)).

There are four types of ECA at IIL:

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

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

## 1. Enrolment

### a. Enrolment procedure

The ECA programme is available to consult on the first week of term: legal guardians can consult the ECA programme via their ENT page which has already been pre-filtered by class group and age of their child(ren), they can 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. Legal guardians 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. Legal guardians are automatically informed by the system of the enrolment request status.

For individual ECA provided by an independent instructor, legal guardians must contact the instructor directly (contact details provided).

Extracurricular activities will occur from mid-September until mid-June.

The enrolments cover one academic year; no refunds will be allowed.

The number of sessions can vary based on the following: instructor and room availability, and upcoming calendar events.

If enrolments in September are insufficient to form a group (minimum 5 students), or if cancellations during the year result in too few students for a group activity, the school reserves the right to cancel the activity and issue a prorated refund.

### b. Confirmation

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

The enrolment is not valid until the contract is signed.

The enrolments cover one academic year; no refunds will be allowed.

The article XI "Rights and obligations of the student and legal guardians" of the present Conditions & Fees applies to all ECA.

### c. Cancellation of enrolment

The first session is considered a trial session. If the student does not wish to continue, legal guardians contact the Extrascolaire Department by email ([extrascolaire@iil.ch](mailto:extrascolaire@iil.ch)) as soon as possible.

After the second session, cancellations on the part of the legal guardians will no longer be possible and the yearly fee for the activity will be due.

## 2. Absence Management

### a. Absence of the student

If the student is absent, legal guardians should inform the School as per the usual procedure, as well as the ECA independent instructor so that the session can be rescheduled if possible. No refunds will be allowed.

### b. Instructor absence

If the instructor is absent, he/she should propose a replacement instructor or an alternative date if possible and inform the Extrascolaire Department, who will in turn inform the legal guardians and any other relevant member of staff at IIL.



### 3. Price and Billing

#### a. 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	Group Duration (minutes)	Individual Duration (minutes)
Lunchtime	45	30/45
After school	50	30/45

#### b. Billing

All ECAs are billed in two instalments: the first instalment is included in the invoice for the 2nd term tuition fees issued in December, and the second instalment is included in the invoice for the 3rd term tuition fees in March.

## XI. Rights and obligations of the student and legal guardians

Once a student 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.

A student 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 student over the age of 18, from their financial obligations to the School.

The School contracts supplementary accident insurance which is included in the annual fee. Before the beginning of each school year, students living outside of Switzerland must provide a certificate of accident insurance.

Legal guardians must take out a third-party insurance policy for each child. Any damage caused by a student is at the expense of the legal guardians as part of their third-party insurance policy.

The School cannot be held responsible for any loss or damage to money or personal belongings.

## XII. 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](http://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.

### XIII. 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.

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 student within the School is subject exclusively to Swiss law and the jurisdiction of the Geneva Tribunal. Legal guardians have the right to appeal to the Federal Tribunal.

February 2025

