

## Conditions of Admission and Financial Arrangements Academic year 2018-2019

### Conditions of Admission

The Geneva English School (GES) undertakes to guarantee each pupil who is admitted access to the educational opportunities provided by the School that are appropriate to his/her needs. GES will only accept those pupils who can benefit from the education that is provided. It is the responsibility of the Headmaster to apply this in particular cases.

To ensure the application of this principle, the following conditions apply:

- If a pupil's educational requirements are greater than are accommodated in the normal programme then the school may deem that additional learning support or language support is necessary. This support may involve costs that are additional to the normal school fees.
- The class assignment in GES Primary is provisional and may be changed if the School deems this to be appropriate.

English is the principal language of the Geneva English School. Pupils should have sufficient proficiency in English in order to be able to access the curriculum at their age.

Admission is offered on the basis of the information available to the School at the time of accepting the student. GES reserves the right to cancel a place if the information supplied on the application form is inadequate or incorrect and it judges that it is unable to offer the education that a particular pupil requires.

**School rules, codes of conduct and expectations of pupils.** Parents undertake to ensure that their children respect all school rules and codes of conduct. The School reserves the right to exclude or expel a pupil when it believes that this is in the pupil's or other pupils' best interests.

**Expectations of parents.** The School expects parents to treat other members of the school community with courtesy and respect.

**Health and accident insurance.** Pupils attending the School are required to have health and accident insurance. A medical certificate must be provided if the pupil is absent due to illness for more than three consecutive days.

**School directory and use of images.** The School produces, for internal use only, a directory of pupils' and parents' names and addresses. If you do not wish to appear in this directory, kindly notify the Headmaster. If parents do not wish images of their child to appear in school publications, such as the yearbook, school magazine etc, they should notify the Headmaster. The School will take all reasonable steps to respect these requests.

### Financial arrangements

**Tuition fees (CHF)** (reviewed on a yearly basis)

		Autumn Term (Sep-Dec)	Spring Term (Jan-Mar)	Summer Term (Apr-Jun)	Annual fees (CHF)
Payment schedule		03.09.2018	07.01.2019	29.04.2019	
Nursery	2 days	2'980	2'980	2'980	8'940
	3 days	3'840	3'840	3'840	11'520
	4 days	5'270	5'270	5'270	15'810
	5 days	6'320	6'315	6'315	18'950
Primary	Reception to Year 6	9'940	7'455	7'455	24'850
Secondary	Year 7 to 9	11'590	8'695	8'695	28'980

Parents who have more than one child in the School and who do not receive any educational grant or support from their employer are entitled to a 5% reduction on tuition fees.

Parents of children arriving during the school year will be invoiced for a third of the annual fees per term.

Tuition fees include all required books and supplies. Tuition fees do not include the cost of compulsory residential trips for Years 2 to 9, and optional activities such as the ski camp, individual music lessons, and certain after-school activities.

Tuition fees include the cost of an initial assessment of learning support needs for all pupils, and small group support for those who require it. Tuition fees do not include the provision of additional teaching as one-to-one support, above and beyond that provided as part of normal classroom provision and after reasonable adjustments have been made. The School will communicate with parents if the education provided at GES is not able to meet the specific needs of individual children.

**One-time fees for new pupils.** The registration and capital development fees and a tuition deposit are payable to confirm places as soon as the offer of admission is accepted.

- **Registration fee:** CHF 1'500. This non-refundable fee covers administrative costs of processing the application.
- **Capital development fee:** The non-refundable capital development fee is used for the continual improvement and upgrading of the school environment. The payment is split as follows: CHF 2'000 at Registration and another CHF 2'000 after one year.
- **Tuition deposit:** CHF 3'000. This deposit is held by the School until the pupil's final term. The deposit will be deducted from the invoice covering the tuition and fees for the *final* term of the pupil's attendance at the School.

These one-time fees for new pupils must be paid immediately in order to confirm acceptance of an offer of admission and must be paid before a pupil can start at the School. **If these fees are not paid within 14 days of the date on the letter of acceptance, the offer of admission will be withdrawn.**

**Cancelled registration and withdrawal.** Notifications of cancellation or withdrawal must be submitted in writing to the Headmaster. A parent intending to withdraw a child from GES is required to provide an advance notice of withdrawal by the first day of the child's final term. If the notification requirements are not respected, or if a child is withdrawn from the School during the term, the member shall be liable for payment of tuition for the term following that during which the notification of withdrawal is given.

Registration fees and capital development fees are strictly non-refundable. For any new parents accepting a place after 1 March 2018, the Autumn Term tuition fee for 2018-19 is due and non-refundable.

**Disputes.** Any dispute arising from the Conditions of Admission and Financial Arrangements is submitted to the exclusive jurisdiction of the Geneva courts. These Conditions of Admission and Financial Arrangements are governed by Swiss law.

I have read and understood the Conditions of Admission and Financial Arrangements.

Name (printed) \_\_\_\_\_

Date \_\_\_\_\_ Signature \_\_\_\_\_

**(Please sign one copy and return to the School Office.)**