

General conditions 2019/2020

Admission procedure and payment rules

Day-school admission

Before admission can be considered, parents are requested to fill in an admission form accompanied by a detailed report on the child's previous years' academic performance. By signing the admission form, the parents accept to pay the enrolment fee.

Admission is decided by the school management, based on the above-mentioned academic record, a preliminary meeting and the advice of the selection committee. In certain cases, an academic orientation test or an entrance examination are requested.

The enrolment fee (see Annual fees) is due for each applicant upon reception of the invoice. This fee will not be refunded should the enrolment be cancelled, whatever the reason may be.

For a day-school admission, the student must be living with his/her parents and has his/her home in the region of Lausanne or its surroundings. This rule also applies to students having reached the age of 18.

Boarding school admission

In addition to above-mentioned day-school formalities, the admission of any boarder is fixed as from class 5 of the middle school.

The following original documents are required:

- A passport (for non-Swiss nationals) or an identity card (for Swiss nationals)
- An entry visa, according to the requirements of the Swiss Embassy in the country of your domicile (this can take up to two months); the school declines all responsibility in case of the late arrival of a boarder due to a problem concerning a visa or other essential document.
- A birth certificate/identity card
- A proof of residence (for the 5 days boarding students)
- A vaccination booklet
- One photograph

Students are asked to bring practical, resistant clothing. The school advises you to avoid brand-name clothes and accessories. The school declines any responsibility in case of theft (clothes, money, jewels, computers, mobile phones, etc.). In the case of fire, the student's personal belongings are insured to a maximum of CHF 15'000.-.

No uniform is required by our school. With the parents' approval, the school may assist the students in completing their wardrobe and sports equipment. Personal purchases are subject to parental consent. For pocket money please refer to "Annual fees – Boarding school".

If the medical state of the student requires particular attention, a certificate and medical follow-up are requested by the school (see application form).

The health insurance of the school is compulsory for every boarder, except for those whose parents are Swiss residents. The school, *in loco parentis*, has the necessary parental authorisation to undertake any measures required to ensure medical treatment of the student. The insurance cover of the school ends upon the departure of the student.

The boarder can only become a day student on the sole condition that he/she is living with his/her parents and has his home in the region of Lausanne and its surroundings. This rule is also applicable to the students having already reached the age of 18.

Both the parents and the students are required to sign the school and boarding school rules after having read them.

Cancellation and departure

■ Cancellation of enrolment or re-enrolment before the start of the school year

1. The cancellation of the enrolment or re-enrolment must be specified in writing. The letter must be postmarked by July 10th at the latest. After that date and until the start of the academic year, a sum equivalent to the guarantee deposit is due to Ecole Nouvelle.
2. The enrolment fees remain due in all cases.
3. Points 1 and 2 are applicable whatever the reason for the cancellation.

■ At the start of the academic year

Regardless of the reason for which a student has not commenced his/her schooling at the Ecole Nouvelle, the tuition and boarding fees remain due as a contract penalty for termination before time.

■ Departure during the academic year

The student is enrolled for the entire academic year (from end of August to June). Nevertheless, if the academic year cannot be completed for any particular reason and/or if the classes cannot be attended normally, the school must be notified in writing **by registered mail** of the student's withdrawal for the end of the semester. A three months notice is required, failing which the annual tuition fee as well as the boarding fee (if the student is a boarder) is/are due to Ecole Nouvelle.

■ Expulsion

Moreover, in case of expulsion of the student, the deposit is due to Ecole Nouvelle.

Invoicing

Tuition and boarding fees are billed in advance semi-annually. New boarding students will be billed annually. The first semester begins 29th August 2019 and ends 31st January 2020; the second semester commences 1st February and ends 30th June 2020.

Financial considerations

■ Guarantee deposit	Day student	CHF	2'500.-
	Boarding student, 5 days a week	CHF	6'000.-
	Boarding student, 7 days a week	CHF	7'000.-

In the case of non-payment of invoices on the student's departure, the parents empower the school to compensate the outstanding amount to the above-mentioned guarantee. The deposit will be refunded within 6 months following the departure of the student.

NB: A bank guarantee can replace a guarantee deposit.

■ **Payment schedule**

- Tuition and boarding fees are due one semester in advance, at the latest by the date mentioned on the invoice, failing which the student will not be permitted to attend classes. New boarding students will be billed annually.
- Other expenses (meals, bus fares, academic handbooks, etc.) are due within 10 days after the date of the invoice.
- In the case of late payment, charges of 8% interest per annum will be applied.
- An extra charge of CHF 500.- for day-school students and CHF 2'000.- for boarding school students per year shall be imposed in case of payment by instalments.
- No tuition reduction shall be allowed in case of prolonged absence, by any means.

■ **Bank details**

Beneficiary: Ecole Nouvelle de la Suisse Romande SA

Girobank account	IBAN : CH35 0900 0000 1000 0574 0
	BIC/SWIFT : POFICHBEXX
UBS, 1003 Lausanne	IBAN: CH72 0024 3243 F832 5175 0
	BIC/SWIFT: UBSWCHZH80A
Crédit Suisse, 1002 Lausanne	IBAN: CH73 0483 5026 4539 0100 0
	BIC/SWIFT: CRESCHZZ80A
Banque Cantonale Vaudoise, 1001 Lausanne	IBAN: CH92 0076 7000 H031 2008 3
	BIC/SWIFT: BCVLCH2LXXX

Processing of personal data

The Ecole Nouvelle collects, uses, stores or processes personal data concerning a pupil and their parents. This data is provided by the parents or the legal representative when the child is enrolled in the school or a related activity, such as the ski or summer camps, or later within the school procedures.

The personal data of past, present or future students and their parents are used for the registration and admission of the student to the school and for the publication of the yearbook, as well as for ensuring the execution of any contractual relationship between the pupil and / or his parents, on the one hand, and the Ecole Nouvelle, on the other. Failure to provide the required data may make it impossible for the Ecole Nouvelle to admit the student to all, or part of the school and extracurricular activities.

The Ecole Nouvelle may have to process data concerning the health of the student. If necessary, this data is processed by Ecole Nouvelle purely for the purpose of safeguarding the health and safety of the student, and in particular to take, if necessary, appropriate medical measures. The Ecole Nouvelle will not transmit this data to any third party, with the exception of teachers, accompanying persons, health professionals, the company operating the school restaurant, or any other provider, in order to protect the vital interests of a pupil.

The Ecole Nouvelle does not transfer personal data outside Switzerland and the European Union excepting the case of a student's participation in a camp abroad, in a country that is not a member of the European Union. Where applicable, the transfer of personal data to a country whose legislation does not provide an adequate degree of protection of personal data only takes place to the extent that the transfer is necessary for the conclusion of a contract between the pupil and / or his parents and the Ecole Nouvelle or a contract concluded between Ecole Nouvelle and a third party but in the interest of the student and / or his parents, for example to any provider providing products or services necessary for the organization of the camp, such as accommodation, catering, transportation or any other service related to the organization of the pupil's stay abroad.

Various

Any notification from the parents is to be made in writing.

Degradation of the equipment shall be at the expense of the parents.

Only the French version of the general conditions is legally binding.

Unless you indicate otherwise at the time of the registration, Ecole Nouvelle shall exploit pictures or images of the student taken during school activities, and this with no time limitation or indemnity.

Any dispute related to the admission or the schooling of a student at Ecole Nouvelle de la Suisse Romande S.A. is exclusively subject to Swiss law. The place of jurisdiction shall be Lausanne.

Fees are not reimbursed when school days are missed for sickness, injury or for any other reason. Parents are responsible for providing an insurance coverage for these issues.

All modifications and adaptations of the fees are reserved. 01.03.2019

Accident insurance

Cover

The insurance covers any accidents in school, during, before and after class periods, both within the school and its grounds. It includes accidents occurring during any excursions, trips, holidays, visits, walks and school camps which last for seven days or less and are organised by the school and supervised by the school staff.

Within these limits, any accident that may occur in the following school activities is also covered and during any race or skiing competition.

For day students, the school accident insurance complements the private insurance.

Benefits

In the case of loss of life or disability the insurance cover is respectively of CHF 10'000.- and 80'000.-. Moreover, the insurance will cover, for 5 years as of the day of the accident, the following unlimited expenses:

- The necessary treatment undertaken by a qualified doctor or dentist; this includes hospital and treatment expenses, any stay and board as a result of required medical care approved by the insurance company in a Swiss establishment; if the insured person is hospitalised abroad, the company accepts the charge of board up to CHF 250.- per day;
- Any expense related to required qualified medical staff from a public or private institution as well as the rental of any necessary aids, while the medical treatment is being carried out;
- For the first purchase of prosthesis, glasses, acoustic or orthopaedic equipment, as well as the necessary expense for repairing or replacing them (purchase value) if damaged or destroyed in an accident which requires medical treatment.

We, the undersigned, parents or legally responsible for the above-named student, hereby fully accept the general conditions and any updates. We undertake to maintain this contractual agreement with the school even when our child legally reaches his/her majority and until his/her departure from the school.

Read and approved (date and signature):