

FEES & CONDITIONS

2019- 2020

**Haut-Lac International Bilingual
School SA**

Ch. de Pangires 26
CH-1806 St-Légier-La Chiésaz
+41 21 555 50 00
info@haut-lac.ch
www.haut-lac.ch



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ENROLMENT FEE

By submitting the enrolment form, parents or legal guardians enter into a contractual relationship with Haut-Lac International Bilingual School SA for their children's education.

ACCEPTANCE FEE

**NON-REFUNDABLE
ONE-TIME FEE**

CHF 3'500.-

Receipt of the application by the school does not secure a child's place. The school will inform the parents in writing of its decision following careful consideration of the submitted documents (including previous school reports) and a personal interview (if possible).

The new student acceptance fee is payable immediately once the Enrolment Confirmation form has been signed and submitted to Admissions Department. This payment secures the child's place. This fee is non-refundable and not credited towards the school fees.

Places requested mid-year are generally only given on the basis that students stay at Haut-Lac for the whole of the following school year too.

TUITION FEES AND OTHER MANDATORY COSTS

We offer your children an international education that meets the expectations for a recognised and accredited school. Our school offers a high teacher-student ratio across all ages and the choice between a bilingual option or a predominantly English option depending on the educational needs of their children.

TUITION FEES	YEARLY
INFANT	
E1	CHF 24'400.-
E2	CHF 24'500.-
E3	CHF 25'500.-
PRIMARY	
P1	CHF 25'600.-
P2	CHF 25'600.-
P3	CHF 25'700.-
P4	CHF 25'700.-
P5	CHF 25'900.-
MIDDLE YEARS PROGRAMME	
MYP1	CHF 29'800.-

MYP2	CHF 29'800.-
MYP3	CHF 30'000.-
MYP4	CHF 31'700.-
MYP5	CHF 31'700.-
INTERNATIONAL BACCALAUREATE DIPLOMA	
DP1	CHF 34'500.-
DP2	CHF 34'500.-

Financial assistance for local families:

Discounts are given to families who are not in receipt of schooling benefits or whose fees are not covered by an employer/company. Families who wish to benefit from this assistance should submit a request to Admissions (form and conditions available from the Admissions office).

The following discounts are available to local families who are entitled to financial assistance:

- 10% discount on tuition fees.
- Extra 10% sibling discount for children enrolled at Haut-Lac at the same time.

E1 Options

Instead of full days children may be enrolled for just 5 mornings a week, from 8:30 - 11:30.

For an extra CHF 150.- per term, supervision is organised for children until 12:30.

E1	5 MORNINGS A WEEK	
	TUITION	CHF 19'500.-
	FIXED CHARGES	CHF 300.-

FIXED CHARGES

Fixed charges vary depending on the year group in question and include:

- Teaching equipment and materials
- Term 2 ski outings (from P1)
- Compulsory activities and trips
- Curricular outings
- Online Kognity (IB) study platform
- Extra-curricular clubs run by school staff on school premises (depending on offer and availability)
- Breakfast club (morning supervision from 07:15)
- Lunch service and supervision
- Infant morning and afternoon snacks
- Provision of iPads and technical support (from P3 - MYP5)
- Extra training sessions for summer sport competitions
- Yearbook
- School photos
- Laboratory costs (sciences, technology and IT)
- Library use
- Textbook loan
- Basic stationery and school supplies
- School nurse
- Higher Education Guidance (DP)

- IT infrastructure for the use of personal devices (BYOD)
- Guest speakers
- Two tickets for shows taking place at school
- Swimming lessons from E2 – P5
- External benchmarking tests (Durham University, Step One, ISA, GL)

YEAR	FIXED CHARGES
E1	CHF 700.-
E2 + E3	CHF 800.-
P1 + P2	CHF 1'300.-
P3	CHF 1'850.-
P4 + P5	CHF 2'000.-
MYP1 TO MYP5	CHF 2'300.-
DP1 + DP2	CHF 2'200.-

Tax memento: Fixed charges include CHF 250.- for school books and equipment from E1 to P5, and CHF 500.- from MYP1 to DP2.

Additional optional activities which are not included in the fixed charges are billed separately, such as:

- Inter-school events requiring accommodation
- Conferences and trips abroad
- Ski competition training

Parental consent is required before a student is allowed to participate in optional activities.

EXTERNAL EXAMINATION FEES

IB MYP-related costs, including MYP5 certification fees

MYP5

CHF 1'750.-

IB DP-related costs, including DP2 exams

DP2

CHF 2'500.-

SCHOOL UNIFORM

The school uniform must be worn by students at all times when on campus.

Basic school and sport uniform items are on sale in the school shop and on the parent portal.

PAYMENT TERMS

Once a student starts at Haut-Lac, tuition fees and fixed charges are due for one academic year.

Fixed charges must be paid in one lump sum at the same time as the first tuition fee invoice.

Tuition fees and fixed charges must be paid in advance using one of the following payment plans:

Annually

A full year's fees are due on 31 July before the start of the school year.

A 2% discount is applied to single payments. In the event of late payment, this discount is removed.

Bi-annually

Two invoices are issued; the first is due on 31 July (50% of annual fee) and the second on 31 January (50% of annual fee).

Termly

Invoices are due on the following dates:

- Term 1 (40% of annual fee) 31 July
- Term 2 (30% of annual fee) 15 December
- Term 3 (30% of annual fee) 15 March

Monthly

In 10 equal instalments due on the last day of each month from July to April. A 1% surcharge is applied to the published fees.

The default billing option is termly, unless otherwise specified by parents. A change of option must be communicated to the school as soon as possible.

Once an invoice is issued, a change of payment option entails a CHF 50.- surcharge.

In the event of enrolment mid-year, tuition fees and fixed charges for the term in progress are due in their entirety, irrespective of the starting date.

OPTIONAL COSTS

SCHOOL MEALS

Parents may sign their children up for hot meals in the school canteen. The menus are published on the school website a week in advance, and generally include a soup, main meal and dessert. Primary and Secondary students also have access to a salad buffet every day. Upon enrolment, the children may choose between three high quality local menus (standard, vegetarian or no pork). A gluten-free menu is also available on demand.

MEALS	YEAR	TERMLY		
		T1 40%	T2 30%	T3 30%
E1 - P5	CHF 1'980.-	CHF 792.-	CHF 594.-	CHF 594.-
MYP1 - DP2	CHF 2'310.-	CHF 924.-	CHF 693.-	CHF 693.-

(VAT 7.7% included)

The published fees take into account occasional absences, ski days, school trips, etc. when this service will not be used. No deductions will be made in the event of absence, except in the case of prolonged absence justified by a medical certificate.

Children who wish to sign up for schools meals must do so for every day, in other words for Monday, Tuesday, Thursday and Friday. Children generally sign up for schools meals for a year. Changes must be submitted to the finance department before the end of one term for the next.

DP2 students are only billed for 50% of the third term's meals.

SCHOOL TRANSPORT

Haut-Lac's school transport system was put in place to meet the demands of the mobility agreement established between the commune of St-Légier and the school. The bus routes and timetables can be found in the Mobility Guide which is regularly updated and published on Haut-Lac's website.

Our buses currently operate in the following communes:

2 WAY TRIP	YEAR	TERMLY		
		T1 40%	T2 30%	T3 30%
ZONE 1	CHF 1'500.-	CHF 600.-	CHF 450.-	CHF 450.-
ZONE 2	CHF 2'700.-	CHF 1'080.-	CHF 810.-	CHF 810.-
ZONE 3	CHF 3'600.-	CHF 1'440.-	CHF 1'080.-	CHF 1'080.-

ZONE 1

Up to 6km from St-Légier (Vevey, Corseaux, Samaritain, Blonay, Fontanivent, Corsier, Brent, Chardonne, Jongny)

ZONE 2

Up to 10km from St-Légier (Puidoux, Chexbres, Montreux, Clarens, La Tour-de-Peilz, Chailly-sur-Montreux, Châtel-St-Denis, Monts-de-Corsier)

ZONE 3

Between 10km and 30km from St-Légier (La Conversion, Lutry, Cully, Grandvaux, Territet, Villeneuve, Bulle)

(VAT 7.7% included)

The published prices are for return trips. However, students may also register for just morning or afternoon transfers at half-price.

Parents who are not covered by an employer for school transportation costs may receive a 25% discount for the 2nd child, a 35% discount for the 3rd and a 50% discount for the 4th.

We offer to our students a free shuttle service from and to Vevey train station.

The published fees take into account occasional absences, ski days, school trips, etc. when this service will not be used. No deductions will be made in the event of absence, except in the case of prolonged absence justified by a medical certificat.

DP2 students are only billed for 50% of the third term's bus fees.

We run shuttle services between company headquarters and school if enough students are enrolled at Haut-Lac. Please check with our Mobility Coordinator if this applies to your company.

EXTRA-CURRICULAR CLUBS AND ACTIVITIES

Haut-Lac organises various extra-curricular activities run by our staff or external professionals after-school from 15:45 to 16:45, and from 16:45 to 17:30. Club descriptions, times and locations can be found in the club programme.

BREAKFAST CLUB

From 7:15, free.

CLUBS & ACTIVITIES RUN BY SCHOOL STAFF

Given the limited number of clubs run by our staff, infant and primary students may choose a maximum of two free clubs per term (based on availability).

CLUBS RUN BY AN EXTERNAL PROFESSIONAL

Students may, sign up to as many paying clubs as they wish. The cost of clubs run by external professionals are clearly stated in the clubs programme. Prices vary depending on the club.

Clubs take place on a termly basis. Missed sessions are not reimbursed, as occasional absences are accounted for in club prices.

SUPERVISION

INFANT TEDDY CLUB OR PRIMARY SUPERVISED STUDY(*)

Termly enrolment, per session 15:45-16:45

TEDDY CLUB	INFANT	PER SESSION CHF 15.-
STUDY	PRIMARY	

Two free Teddy club sessions per week are offered to E1 students.

OUT-OF-HOURS SUPERVISION

Per hour or hour started 17:00-18:00 CHF 15.-

WEDNESDAY AFTERNOON SUPERVISION

Per hour or hour started until 18:00 CHF 15.-

(*) Favorable rates may be applied on demand if supervision services are used on a regular basis.

FEES FOR ADDITIONAL SUPPORT

The need for additional individual support is discussed and agreed with parents before any support lessons are organised.

INTEGRATION LANGUAGE SUPPORT

PER TERM

CHF 1'000.-

The type and duration of language support sessions are always based on the child's needs and subject to regular review.

We offer free booster groups or subject clinics for students groups based on their needs throughout their schooling.

INDIVIDUAL NEEDS SUPPORT

According to each child's individual support plan.

BOARDING

Haut-Lac works with a local educational partner to provide flexible 5 or 7-day boarding solutions. Our Admissions team can provide you with more information on the different options available to help you make the right decision for your child.

Parents shall enter into separate contractual relationships

with the different establishments. As regards Haut-Lac, fees must be paid in advance for a full academic year with no discount.

PAYMENT TERMS & CONDITIONS

All invoices are payable within 30 days of issue, unless stated otherwise. However, they are due immediately when a student is about to leave school or in the event of late enrolment. Any invoice dispute must be communicated in writing within 15 working days from the date of issue to: billing@haut-lac.ch

Bank transfer is the preferred method of payment. Credit card payments are subject to a 4% surcharge. No refunds may be claimed for tuition fees and/or fixed charges on account of short periods of absence due to illness, or any other circumstances, for a term already started.

Parents undertake to inform the school immediately of any changes in their family's and/or child's circumstances.

LATE PAYMENT

A reminder is sent following non-payment of an invoice 15 working days after the due date. A CHF 50.- surcharge will be levied if a further reminder has to be issued and 5% interest per annum will become payable from the due date. Thereafter, the school reserves the right to embark on debt recovery proceedings and charge the parents for any additional expenses incurred.

All payments due for the current academic year must be settled before the start of the new school year. Otherwise the school reserves the right to refuse the re-enrolment of a student for the following academic year.

TERMINATION

The school must be notified in writing to admissions@haut-lac.ch of any intended withdrawal. A withdrawal notice is not considered valid until acknowledged in writing by the Admissions department. The departure notice needs to be signed by both parents or legal guardians.

In the absence of a formal written notification of withdrawal for the end of the current academic year, a student's enrolment is tacitly carried forward from year to year.

Notice of withdrawal must be received before the following dates:

- **15 September** for the end of the first academic term
- **15 December** for the end of the second academic term
- **31 March** for the end of the school year

These deadlines are extended by one calendar month for families whose fees are paid or reimbursed by an employer/company.

In all cases, Tuition Fees and Fixed Charges for a term which has been started are payable in full, even if the student is not present throughout. If the withdrawal deadline is not adhered to, the Tuition Fees for the following term are also due in full.

Cancellation of enrolment less than 30 days before the anticipated starting date makes the parents liable for payment in full of the tuition fees for the term in which the student was expected to arrive.

In the event a serious infringement of school rules results in a student being asked to leave Haut-Lac, the obligation to pay the tuition fees and fixed charges for the current term in full remains.

REVISION AND APPLICABLE LAW

The school reserves the right to change its General Financial Terms and Conditions at any time. The present document supersedes and replaces any previous versions. The School Fees are reviewed annually and therefore subject to change from one academic year to the next.

The General Financial Terms and Conditions are considered accepted by parents as soon as they sign the "Enrolment Confirmation/Acceptance Form" or as soon as their child starts to attend classes. The signatories agree to abide by this and subsequent versions of the General Financial Terms and Conditions and associated school fees for as long as their child attends Haut-Lac International Bilingual School.

Any legal dispute, controversy or claim arising from or relating to (a) these terms and conditions and (b) a student's enrolment and schooling at Haut-Lac International Bilingual School, is subject exclusively to Swiss law and the courts with jurisdiction over Vevey.

The English version of the General Financial Terms and Conditions is provided for convenience. Only the French version will be deemed valid in case of dispute.

July 2019

Haut-Lac Ecole Internationale Bilingue SA

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NOTES

MISSION STATEMENT

LIVING, LEARNING & ACHIEVING

OUR VISION



To provide students with the knowledge, skills and resources needed for living, learning and achieving in a global 21st century context.

OUR MISSION



Haut-Lac's educational objectives aim to ensure that its students:

Are successful and confident, able to communicate in multiple languages, including the two working languages of the school, at a suitable level and using a variety of mediums.

Become informed, fulfilled, responsible and proactive 21st century citizens.

Have the skills, knowledge, capabilities and personal qualities to successfully find their place in a world subject to constantly changing economic, environmental and social influences.

OUR VALUES



As a community, we aim to inspire positive moral, social and educational values to help our students become responsible and caring citizens in a rapidly changing, interdependent, global society. Our student-centred approach focuses on the individual and collective well-being of the children and young adults in our care.