

**ISL TERMS AND CONDITIONS
APPLICATION**

Effective: 1 August 2019

Owner: Head of Marketing and Admissions

Acceptance fee and payment of the First Term

A single acceptance fee per student as well as a first term's tuition and other academic-related fees are due when the School offers a place and the place is accepted. Unless otherwise agreed to (a) confirm acceptance and (b) to secure the place offered, the applicant must (a) sign the enrolment contract, hand it or send it back to the School by registered mail and (b) pay the acceptance fee as well as the first term's tuition and other academic-related fees within ten working days of notification by the School of the present contract. The acceptance fee as well as the first term's tuition and other academic related fees are non-refundable.

If a new enrolment is subsequently cancelled before the published deadline for notification of withdrawal for each term, only the acceptance fee is due. This rule applies throughout the calendar year.

Conditions of payment

The financial commitment is for the full year and, unless notified otherwise, re-enrolment of students is automatic for the following year. No reduction is made in case of cancellation or withdrawal of students except as provided for below (see paragraph "Cancelled Enrolment and Withdrawal"). Parents are liable for tuition fees of the first term's tuition and other academic-related fees upon acceptance of the place(s) (lit.(a) above), regardless of subsequent withdrawal or cancellation date with the following exception: if a new enrolment is subsequently cancelled before the published deadline for notification of withdrawal for each term, only the acceptance fee is due. This rule applies throughout the calendar year.

In the event of non-payment 15 days after the due date, a reminder will be sent. A CHF 50 fee and 5 % interest per annum (Art. 104 of the Swiss Code of Obligations) will be charged from the due date.

Tuition and other academic-related fees for the following school year are set by the School Board in conjunction with the Director on or before 15 March. For non-sponsored enrolments, the fees are divided into three terms, and are payable upon invoice before the beginning of each new term. Families will be billed in June for the start of the new year, and payment will be due on 10 August. After the first invoice, all following school invoices are payable within 30 days. In all cases, the tuition and other academic-related fees for a term which has started are payable in full. Unless the deadlines for notification of withdrawal given below are adhered to, the cancellation of a confirmed enrolment or re-enrolment does not exempt from the obligation to pay the fees for the current and following term. The same payment obligations apply in the event that it is necessary for the School to terminate the student's enrolment at ISL during the school year due to whatever grounds.

Tuition fees and other academic-related fees are liable to change as they are revised each year and published by 15 March.

Cancelled enrolment and withdrawal

A) New applicants

When the enrolment contract is signed by the applicant's parents and/or legal guardian and sent by registered mail or given back to the School, and then is cancelled any time after the published deadline for notification of withdrawal for each term, the acceptance fee as well as the first term's tuition fees and other academic-related fees are due in their entirety. This rule applies throughout the calendar year.

When the enrolment contract is signed by the applicant and sent by registered mail or given back to the School, and then is subsequently cancelled before the published deadline for notification of withdrawal for each term, only the acceptance fee is due. If the tuition and other

academic-related fees have been paid, they will be reimbursed by the School. This rule applies throughout the calendar year.

B1) Enrolled attending students - Permanent withdrawal

Notice of a student's withdrawal must be received by the School (Admissions Office) from the parent and/or legal guardian, by completing the Withdrawal Form and sending it by registered mail, within the deadlines given below. When a student has reached the age of majority (18 years in Switzerland), the Withdrawal Form should also be signed by the student. If the deadlines for notification of withdrawal are not adhered to, the following term's tuition and other academic-related fees become due in their entirety, even if the student does not attend. To avoid payment of the tuition fees and other academic-related fees for the term following the one during which the student's departure takes place, the deadlines for notification of withdrawal must be adhered to:

- To leave the School by the end of the Autumn term (December), notification must be received by the School (Admissions Office) from the parent and/or legal guardian by 30 September
- To leave the School by the end of the Winter term (March/April), notification must be received by the School (Admissions Office) from the parent and/or legal guardian by 15 January
- To leave the School by the end of the school year (June), notification must be received by the School (Admissions Office) from the parent and/or legal guardian by 31 March.

Parents planning to withdraw their children must notify the school in writing with as much lead time as possible. All obligations to the school, including fees and return of materials, must be met by the family before the records or diplomas of any student within the family will be released to the student, to a parent, to a legal guardian or to another educational institution. Parents of students who have withdrawn permanently must submit a new application if the student wishes to re-enter at a later date.

Withdrawal deadlines must be observed except with the express permission of the school. If permission is granted, (for example in exceptional circumstances such as illness, supported by reports from medical practitioners) the extension of withdrawal notice could be extended by no more than one month.

B2) Enrolled attending students - Temporary withdrawal (defined as a planned discontinuance of enrollment)

Temporary withdrawal may be granted by the administration upon written request for a period of up to three consecutive terms. To be eligible for temporary withdrawal status, a student must be in good academic standing, and have been enrolled at ISL for at least one year prior to withdrawing. A space will be held for the designated student(s) provided that tuition is paid in full for the period of absence. This payment is non-refundable.

In the event that the withdrawal period exceeds the time allotted, the student must reapply for admission. The student will be subject to the same admission procedures as if the withdrawal had been permanent. If the withdrawal period is within the allotted time frame the acceptance fee will not be charged.

Please note that the School reserves the right to review/change their Admissions Policy at any given time. The present document annuls and supersedes the previous Policies, Procedures as well as General and Financial Conditions.

Bank account: UBS, 1002 Lausanne, **Swift:** UBSWCHZH80A, **IBAN:** CH13 0024 3243 4107 0304 Y