



GENERAL CONDITIONS (CGA)

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1. ENROLMENT REQUEST AND CONFIRMATION

The sending of a demand for enrolment does not guarantee a place within the school. For that reason, the request has to be received at the earliest date.

If the availability allows EPM Espace Pédagogique Montreux SARL (below: EPM) to give a favorable response to the request of enrolment, EPM sends the Client a "*Letter of Confirmation*", accompanied with a paper copy of the present CGA. All of the documents must be returned, signed and dated within 10 calendar days.

If this deadline is not respected, the enrolment is not valid, EPM however reserves the right to accept, a late inscription. In sending back the letter of confirmation for a child, (children) the parent/s accept the present CGA and the internal rules of the school. The enrolment binds the Client as soon as the letter of confirmation is returned duly signed for EPM. The enrolment becomes definitive and binds EPM, only once the deposit below has been paid.

Our aim is that each pupil can be enrolled in the class that corresponds with their age, academic level and their hopes for the future and we will work to the needs for each individual child.

The intergration of pupils that join us who do not speak French or English as a first language, pupils with special learning requirements and/or behaviour concerns will be studied individually. The school can request entry tests to assess the level of the pupils.

Parents of new pupils must ensure that all relevant information about their child is given to the school (for example, tests have been carried out by previous schools, special individual education plans that have been put in place, or if a pupil has been previously expelled from a school). Any information that is not provided could result in the contract being cancelled.

2. PREPAYMENT

A first payment (hereafter deposit) is due before the 1st of August.
This prepayment corresponds to CHF 3'500.- and will be deducted from the final invoice for schooling.

As long as the prepayment is not credited on its bank account, EPM remains free to refuse the inscription and to propose the place reserved by the Client for others interested. In the event of withdrawal of the Client after sending the form of confirmation, the prepayment is owed to EPM subject to the point 4) below.

3. PAYMENT

The annual invoice for schooling (below: the School fees) can be paid, monthly, quarterly or annually (at the choice of the client). The definitive choice of the method of payment is made during the signing of the letter of confirmation.

The due payments are on the balance of the School fees, or after deduction of the amount of the Deposit above.

Please refer to Appendix for Fee Summary.

If siblings are enrolled, the following discount will be applied to the school fees (only): **10% for the second child, 15% from the third child.**

The terms of payment vary:

Monthly

Ten successive monthly payments before the beginning of every month, the first one before September 1st preceding the school year. The due monthly amounts amount to 1/10th of the balance of the School fees (Deposit deducted).

A surcharge of CHF 200.- a year is added to the total amount of the School fees.

Termly

The termly payments, the first one before September 1st on the current school year, the 2nd payment on January 1st and the 3rd payment on March 1st of the current school year at the latest.

The termly payments amount to 40 % of the balance of the School fees (Deposit deducted) for the first payment, then 30 % for each of the last two payments.

There are no additional charges for a termly payment.

Annual

The annual payment has to be received before September 1st of the School Year.

The amount due corresponds to the amount of the balance of the School Fees (Deposit deducted).

There are no additional charges.

4. TERMINATION AND INDEMNITY

The Management of EPM must be notified by registered mail of any termination of an enrolment by the Client.

Any other means of termination (oral, e-mail, etc.) is considered as null and void.

According to the date in which EPM receives the termination to the contract the indemnity are at the cost of the client.

According to the date in which EPM receives the letter:

Reception of the termination of contract

1) Before April 1st of the preceding the school year: no charge;

2) Until September 1st of the current school year: 40 % of the total invoice of the School fees payable in the next 10 days after the sending of the termination;

3) Until January 31st of the current school

year: 70 % of the total invoice of the School fees payable in the next 10 days after the sending of the termination;

4) Until March 31st of the current school year: 100 % of the total invoice of the School fees payable in the next 10 days after the sending of the termination;

The indemnities above remain applicable if the termination is given by EPM.

5. LATE PAYMENT

In the event of the late payment of the School fees, the Deposit or any other payment for termination of the contract, the amount is due without other formal demand at 10 % late-payment interest each year as well as a fee for issuing reminders (CHF 50.- for the 2nd reminder. CHF 100.- for additional reminders).

The present conditions are acknowledgement for debt as laid out in the art. 82 LP.

If the School Fees are not paid by the due date, the pupil will not be authorised to attend classes, activities or exams. Reports, results or letters of recommendation will not be released to the parents until all financial obligations of the parents have been settled.

Ecole Riviera has the right to request a direct debit option for all further payments and the parents or guardians agree to instruct their bank accordingly.

Expenses incurred by Ecole Riviera in the collection process will be charged to the parents.

6. INSURANCE

The pupils must be covered by a health and accident insurance and a civil liability. The Customer is responsible for informing EPM and, if need be, the School Teachers concerned by any prescription necessary for the pupil.

Ecole Riviera cannot be held responsible in any case for non – compliance of this clause. We remind you that all students registered at Ecole Riviera must be in possession of a valid health and accident insurance that complies with the regulation of the Canton of Vaud.

7. RESPONSIBILITIES AND RESERVES

EPM reserves the right to refuse an enrolment without justification or to dismiss a pupil if, according to them, the behavior of the latter harms the smooth running of the school or puts in danger, in any way, the other pupils or the employees of EPM.

This is also relevant if EPM has not received all relevant and necessary information regarding the health of a child* or if the information communicated by the Client turns out incorrect. A simple negligence is enough.

The Client and all other persons having the parental rights on the pupil are jointly responsible for damage caused by the pupil in particular to EPM, pupils or employees.

** Current treatments, envisaged or advised by a doctor or a psychologist.*

8. RE-ENROLMENT

In the event of no formal termination of the contract before the April 1st of the current school year, the contract is renewed automatically for the next school year.

For the surplus, the points II) in VII) included and XIV) present CGA applies by analogy.

However, in the event of non payment of the Deposit within the time limit allowed (pt. II above), EPM remains free to cancel on simple written announcement the re-enrolment and to propose the place to another Client.

EPM reserves the right to refuse a re-registration if the Customer did not settle the school fees of the current school year.

9. SCHOOL TRANSPORT

Ecole Riviera provides optional minibus transportation for pupils. The schedules and pick-up points will be organised according to the requests received.

The following areas are served:

Zone 1

- Chatel-Saint-Denis
- Blonay
- Saint-Legier
- Chailly-sur-Montreux

Zone 2

- Vevey
- Tour-de-Peilz
- Clarens
- Montreux

Zone 3

- Noville
- Rennaz
- Villeneuve
- Veytaux

Other areas could be served if there are sufficient number of requests. We cannot guarantee that a bus route will reach all pick-up locations requested by parents. We reserve the right to cancel a request which cannot be fulfilled. Two services are organised (morning and afternoon). The request can be made for one of the two services or for both.

Places will be allocated on a “first come, first served” basis, according to the date of receipt. A waiting list will be created where necessary. Once the transportation service has been confirmed, cancellations or changes will not be accepted and parents who withdraw will be charged for one complete term. Only students who are signed up may use the Minibus Transport

If an adult is not at the afternoon drop off point, and no prior parental authorisation has been given to drop the child off without adult supervision, the bus driver will bring the child back to school at the end of the trip.

Please refer to Appendix for School Transport Fee.

10. ATTENDANCE

Family and social obligations must not interfere with punctual attendance at school and regular work in line with the rules set out in the Canton of Vaud. Absenteeism for medical reasons must be reported before the start of classes on the day of absence. Request to be absent for any other reason (compassionate/ family reasons etc) must be made in writing to the School Management. If this is refused absence is recorded as unauthorized. A student who is habitually absent from school may be asked to repeat the year.

11. VISA AND STUDENT PERMIT

In order to be accepted at Ecole Riviera, all students should be in possession of a residence permit for Switzerland, with the exception of Swiss nationals. Unless authorised by the Swiss government, no pupil may start lessons without having a valid student visa or Swiss residency permit for the complete academic year.

12. USE OF PHOTOS AND DATA PROTECTION

Ecole Riviera takes data protection and our responsibilities seriously to correctly and lawfully treat personal data as a data controller. We are committed to complying with legal obligations and practicing industry standards when collecting, processing and storing personal data. For more information, you can read our Privacy Notice on our website: <https://ecole-riviera.ch/terms#terms-and-conditions>

Ecole Riviera asks your consent or the consent of your child if he/she is over 13 years old before using the photos of your child taken

during the school year for publicity, campaigns, promotional of our school and/or educational purposes (including publications, presentation or broadcast via newspaper, internet or other media sources).

13. LIABILITY FOR THEFT AND DAMAGE

Damage to property caused by pupils is the sole responsibility of the parent(s).

Ecole Riviera declines all responsibility in the event of theft, including personal belongings, money, documents, mobile telephones, jewellery or other valuables.

In the event of damage caused by a pupil, Ecole Riviera will take necessary action to repair the damage and / or replace the damaged items. The costs for repairing or replacing will be payable by the parent /legal representative. This also includes damage to other people's belongings.

14. APPLICABLE LAW

Only the French version of the CGA is valid in case of dispute. The regulation of the school is an integral part of the CGA. It can be consulted on the website www.ecole-riviera.ch or on the simple request to the management.

In the event of silence of the CGA, the Swiss law is applicable.

In the event of dispute concerning the present CGA, the Swiss legislation is the only law applicable in all matters regarding this contract. The competent tribunal will be that of the courts of Montreux.

The nullity of one of the rules above does not result in the other rules being made null and void. The remaining points in the CGA will remain applicable.

Version: 15 March 2019

APPENDIX

A1. SCHOOL FEES 2019 – 2020

PRE-SCHOOL – YEAR 8

TUITION FEES

Pre-School class (includes: activities and school material)	CHF 18'900.-
Years 1 (full day)	CHF 14'270.-
Year 2	CHF 14'270.-
Years 3 and 4	CHF 15'400.-
Years 5 and 6	CHF 15'400.-
Years 7 and 8	CHF 16'520.-
French or English lessons for beginners*	CHF 2'950.-
Cambridge Exam fees	CHF 190.-/ 290.-

SCHOOL MATERIAL FEES

Years 1 & 2	CHF 340.-
Years 3 to 6	CHF 490.-
Years 7 & 8	CHF 540.-

COST FOR ADDITIONAL ACTIVITIES

Years 1 & 2	CHF 325.-
Year 3 – Year 5 (including the Summer Camp)	CHF 780.-
Year 6 (including the Winter Camp**)	CHF 925.-
Years 7 & 8 (including the Winter Camp**)	CHF 990.-

OPTIONS

School Lunches (supervised lunches)

- 5 lunches each week	CHF 2'540.-
- 4 lunches each week	CHF 2'035.-
- 3 lunches each week	CHF 1'600.-
- 2 lunches each week	CHF 1'110.-
- 1 lunch each week	CHF 587.-
- Occasional lunch	CHF 16.8-

Monitored Homework (15h45 – 17h00)

- 3 times per week	CHF 1'500.-
- 2 times per week	CHF 1'200.-
- 1 time per week	CHF 600.-

Wednesday Afternoon Club (13h00 – 18h00)

- (occasional afternoon : CHF 65.- per afternoon)	CHF 2'290.-
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Morning Care (7h00 – 8h00 / 5 times per week)

CHF 8.- an hour

Afternoon Care (16h00 – 18h00 / 4 times per week)

CHF 8.- an hour

Extras

Inscription Fee	CHF 690.-
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The School Fees and extras are revised each year.

OUR FEES INCLUDE

Pupil books and exercise books, school trips, swimming and sports lessons.

- The School Camps are obligatory for all pupils from Year 3 to Year 8 in the Primary School.
- The General Conditions are a part of the contract.
- In the event of an arrival or departure during the term, the total amount for the term is due.
- *Additional French and English Classes are obligatory for beginners from Year 2 upwards. These classes are invoiced only during the 1st year of study.
- **Ski hire is not included in the price for the Winter Camp.
- *** TVA included

A2. SCHOOL TRANSPORT FEE

We have split the bus collection points into 3 different zones, depending upon the point of collection:

Zone 1 (up to 5km from the school)

- ➔ CHF 4.- (one way) or CHF 7.- (round trip)
- CHF 247.-/term (one way); the annual fee is CHF 740.-
- CHF 435.-/term (round trip); the annual fee is CHF 1'295.-

Zone 2 (up to 10km from the school)

- ➔ CHF 7.- (one way) or CHF 13.- (round trip)
- CHF 430.-/term (one way); the annual fee is CHF 1'290.-
- CHF 800.-/term (round trip); the annual fee is CHF 2'400.-

Zone 3 (more than 10km from the school)

- ➔ CHF 9.- (one way) or CHF 16.- (round trip)
- CHF 555.-/term (one way); the annual fee is: CHF 1'665.-
- CHF 985.-/term (round trip); the annual fee is: CHF 2'960.-

BANK ACCOUNT DETAILS

Banque: CREDIT SUISSE – 1003 Lausanne

IBAN: CH22 0483 5164 2376 0100 0

SWIFT/BIC: CRESCHZ80A