

1. Terms of admission

The application form must be returned signed by the student's legal guardian accompanied by the proof of payment of the admission fee of CHF 490.- (administrative admissions expenses).

The inscription is reserved upon reception of the admission fees. The tuition invoice will follow your payment within one week and will serve as confirmation.

By signing the registration form or re-enrolment form, you accept these General Terms.

In case of withdrawal prior to the start of the school year, the admission fee is not reimbursed, and the cancellation fees set out in point 4 will apply.

2. Tuition and mandatory activities

To make our fees transparent, Ecole Riviera establishes "all inclusive" fees. School material and mandatory activities are included in the annual school fees, except for special cases.

School material

- Provided by school : Books (to be returned by the end of the year school), notebooks, photocopies, craft material
- Provided by parents
 - Preschool to 6 : An apron (arts and craft) and a pair of slippers
 - Grade 3 to 11 : 2 pencils 3F, a pencil sharpener, a 30cm ruler, a pen with blue ink cartridges, a rubber, a pair of scissors and a glue stick
 - Grade 7 to 11 : Geometry material – a geometry compass, a set square and a protractor

Mandatory activities and excursions

These include recreational, cultural and sporting outings. No refund is for non-participation.

- Provided by the school : Transport, entrance ticket, ski pass, ski instructors
 - Year 3 to 5 : One week "summer camp" in June
 - Year 6 to 11 : One week winter ski camp
- Provided by parents : Pocket money, picnic, sports equipment (skis, snowshoes, ...)
- Individual and class photo: for the students who are full-time at school

Not included in the tuition fees

The following is billed separately.

- Registration fees for examinations (Cambridge)
- Clubs, support classes
- English or French language classes for beginners
- Options (meals, childcare service) when used one-time.
- End of year trip for the grade 11

3. Billing

The invoicing of school fees is done on a monthly, quarterly, or annual basis according to the following conditions. This choice must be notified in the registration form.

Monthly

Invoices will be made in 10 instalments and payment must be made by the date noted on the invoice. 1st invoice due on the 15th of August.

Quarterly

Payment is due on the 15th of August, 31st of December and 31st of March. These due dates must be strictly adhered to.

Annual

A 2% discount calculated on the amount of the tuition is granted for an annual payment of the tuition paid no later than the 15th of August. Should the payment fail to be recorded by this date, Ecole Riviera reserves the right to render the discount void and bill the service on a quarterly basis.

If siblings are enrolled, the following discounts are applied to the total school fees: 10% for 2 children, 35% for 3 or more children.

In case of late payment

First reminder is free of charge. As of the second reminder a charge of CHF 50.- is added.

4. Re-enrolment

At the beginning of March, Ecole Riviera School informs the parents by letter that the re-enrolment for the new school year is open. By the 30th of March re-enrolment is completed.

It is important to respect this deadline, as in the case of late cancellation, the same conditions apply as with the withdrawal (see §4).

We reserve the right to refuse a re-registration if the customer has not paid the school fees for the current school year.

5. Withdrawal

Any withdrawal must be communicated via registered letter, the date of the post stamp being evidence.

A withdrawal **prior to the start of the school year** and after admission has been confirmed, the following expenses will be billed:

Withdrawal received before the 30 th of March	No charges
Withdrawal received between the 1 st April and 30 th June	1 month of tuition is due
Withdrawal received between the 1 st July and the 1 st day of school	2 months of tuition are due

In the absence of formal termination before the 1st May of the current school year, the contract is tacitly and automatically renewed for the following school year.

Any withdrawal from Ecole Riviera **during the school year** must be reported with two months' notice for the end of the quarterly billing.

At the latest by 31 st October	For the end of the 1 st billing trimester (December 31 st)
At the latest by 31 st January	For the end of the 2 nd billing trimester (March 31 st)

Modification of tuition fees

To be valid, every change made by the parents should be made in writing (letter or email). The change comes into effect at the beginning of the next term.

Expulsion of a student

- If a student is expelled by the school, the current month's fees are due.
- In case of unilateral withdrawal by the parents of a student, the current and following month's fees are due.
- In the event of a concerted withdrawal between the parents and Ecole Riviera, only the current month's fees are due.

6. Administrative rules

Any damage caused by pupils is the sole responsibility of the parents/legal guardian. We do not accept any responsibility for the loss or theft of students' personal belongings. This includes money, documents, jewellery, mobile phones, and other valuables.

These General Terms are valid as of the 1st of April 2023 and cancel/replace all previous General Terms.

7. Applicable law and jurisdiction

Swiss legislation is solely applicable to all matters arising from these General Terms.

Only the French version of the General Conditions is legally binding.

The place of legal jurisdiction is Montreux, Switzerland.