

## 1. Terms of admission

The registration form for all new students must be returned signed by the parent(s) or legal guardian(s). This constitutes acceptance of these Terms and Conditions.

Upon receipt, an invoice for the registration fee of CHF 490 will be issued, and only upon payment of this fee the place is officially reserved.

In the event of withdrawal before the start of the school year, the amount paid will not be refunded and the cancellation fees set out in Chapter 7 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.

There are, however, certain exceptions:

### School material provided by parents

- Maternelle 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 : Calculator TI-30 XII\_S and geometry material (– a geometry compass, a set square and a protractor)

### Mandatory activities and excursions

These include recreational, cultural, sporting outings and ski camp. No refund is made in case of non-participation.

Provided by parents

- Pocket money, picnic (if the child is not registered at the school midday lunch) , sports equipment (skis, snowshoes, ...)

### Not included in the tuition fees

The followings are 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.

## 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

Annual school fees are invoiced in 10 instalments (*11 for the Maternelle*), and payment must be made by the date noted on the payment slips.

### Quarterly

The tuition fees for the school year will be divided into three instalments. Payment must be made by the due dates indicated on the payment slips.

### Annual

Tuition fees for the school year can be paid in a single instalment and are eligible for a 2% discount. The invoice must be paid within 30 days of receipt. If the 30-day payment period is not respected, we reserve the right to cancel the discount and invoice the service on a quarterly basis.

### Sibling discount

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. After the second reminder, a processing fee of CHF 50 will be added to the invoice.

## 4. Sponsorship discount

Any family already enrolled at the school sponsoring a new student will receive a discount.

To qualify, the following conditions must be met:

- The new family must mention the name of their sponsor on the registration form. Please note that there can only be one sponsor!
- The new family and the sponsor mentioned on the registration form will receive a 10% discount valid for 12 months.
- The date of signature of the new student's registration contract serves as a reference.

## 5. Changes to options during the school year

Modifications may be asked for at any time during the academic year. In order to be valid, it must be made in written form either letter or email to the school secretary.

Please note, that such changes will come into effect on the 1<sup>st</sup> January or the 1<sup>st</sup> April

## 6. Re-enrolment

At the beginning of March, parents will be informed by email that re-enrolment for the new school year is open. The re-enrolment form must be received by us before 30 March. Re-enrolment guarantees a place for the next school year.

Non-re-enrolment must also be completed before 30 March. After this date, the same conditions as for late cancellation will apply (see section 7).

We reserve the right to refuse re-enrolment if the Client has not paid the school fees for the current school year.

## 7. Withdrawal

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

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

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

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

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

### 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.

## 8. 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, jewelry, mobile phones, and other valuables.

These General Terms are valid as of the 1<sup>st</sup> of January 2026 and cancel/replace all previous General Terms.

## 9. 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.