



haut-lac

école internationale bilingue
international bilingual school

**YOUR LOCAL
INTERNATIONAL
SCHOOL**

FEES & CONDITIONS

2021-2022

ENROLMENT FEE

By signing the enrolment form, parents or legal guardians enter into a contractual relationship with Haut-Lac École Internationale Bilingue SA (hereinafter the school) for their children's education.

ACCEPTANCE FEE

Non-refundable one-time fee CHF 3'500

The enrolment fee is **waived for students transferring to Haut-Lac from another international school in the canton of Vaud.**

Receipt of the application by the school does not guarantee a 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 as soon as the Enrolment Confirmation form has been signed and submitted to the Admissions Department. The payment of this fee secures the child's place, and is neither refundable nor credited towards the school fees.

Places are given on the understanding that students will stay at Haut-Lac for at least one full academic year.

MANDATORY COSTS

We offer children an international education that meets the expectations for a recognised and accredited school with a high ratio of teachers to students across all ages. Our families have the choice between a bilingual or English-only stream and the following personalised academic programmes, depending on the educational needs of their children:

- ◆ Dimensions© Learning Means the World - Infant & Primary Theme-Based Programme
- ◆ Swiss Bilingual Cycle (preparation for the Swiss public school entrance exams at the end of MYP4)
- ◆ International Baccalaureate Middle Years Programme (IB MYP)
- ◆ English, French and Bilingual International Baccalaureate Diploma Programme (IB DP)
- ◆ International Baccalaureate Career-Related Programme (IB CP)
- ◆ IB Sport-Study Programme (in collaboration with the World Academy of Sport)
- ◆ US High School Diploma

TUITION FEES

In the event of enrolment mid-year, tuition fees for the term in progress are due in their entirety, irrespective of the starting date. Several payment terms are available (please refer to page 5):

CLASS	YEAR	BI-ANNUAL		TERM			MONTH + 1% x10 Install.
		Sept-Jan	Feb-June	T1 (40%)	T2 (30%)	T3 (30%)	
E1	24'400	12'200	12'200	9'760	7'320	7'320	2'464
E2	24'500	12'250	12'250	9'800	7'350	7'350	2'475
E3	25'500	12'750	12'750	10'200	7'650	7'650	2'576
P1	25'600	12'800	12'800	10'240	7'680	7'680	2'586
P2	25'600	12'800	12'800	10'240	7'680	7'680	2'586
P3	25'700	12'850	12'850	10'280	7'710	7'710	2'596
P4	25'700	12'850	12'850	10'280	7'710	7'710	2'596
P5	25'900	12'950	12'950	10'360	7'770	7'770	2'616
MYP1	29'800	14'900	14'900	11'920	8'940	8'940	3'010
MYP2	29'800	14'900	14'900	11'920	8'940	8'940	3'010
MYP3	30'800	15'400	15'400	12'320	9'240	9'240	3'111
MYP4	32'500	16'250	16'250	13'000	9'750	9'750	3'283
MYP5	32'500	16'250	16'250	13'000	9'750	9'750	3'283
DP1	35'400	17'700	17'700	14'160	10'620	10'620	3'575
DP2	35'400	17'700	17'700	14'160	10'620	10'620	3'575

(in CHF)

COURSE-SPECIFIC FEES

Personalised programmes may incur additional fees depending on the level of support required by the student. Any such fees will be discussed with parents during the admissions process.

FINANCIAL ASSISTANCE FOR LOCAL FAMILIES

Parents or legal guardians residing in Switzerland who do not receive schooling benefits or tuition reimbursement from an employer/company of more than 50% of the tuition fees, are entitled to a **10% discount on tuition fees.**

Families who wish to benefit from this assistance should submit a formal request (form and conditions available from the Admissions Department).

SIBLING DISCOUNT

A **5% sibling discount** will be applied to tuition fees directly paid by families for any sibling enrolled at Haut-Lac at the same time.

E1 CLASS OPTIONS

The following enrolment options are available to help ease E1 children into the school routine:

E1 OPTIONS	ANNUAL TUITION FEES	FIXED COSTS
5 days per week	24'400	700
5 mornings per week	19'500	700
5 mornings & 2 afternoons per week	22'000	700

As morning lessons finish at 11:30, parents who would like their children to stay until 12:30 should sign them up for lunch.

FIXED COSTS

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

AFTER-SCHOOL CARE

- Extra-curricular clubs run by school staff on school premises
- Breakfast club (morning supervision from 07:15)
- Lunch service and supervision
- Infant morning and afternoon snacks

- School nurse
- Extra training sessions for sport competitions (skiing not included)
- External speakers
- Two tickets for shows taking place at school
- Supervised access to the fitness room for Secondary students

TEACHING AIDS & EQUIPMENT

- School books and supplies
- Basic stationery
- Textbook loan
- Yearbook
- Standard school photo
- Laboratory costs (science, technology and IT)
- Library use

Fixed costs are due for a full academic year. No discounts will be granted for enrolments or departures mid-year.

Annual fixed costs summary:

E1	700
E2-E3	800
P1-P2	1'300
P3	1'850
P4-P5	2'000
MYP1-5	2'300
DP1-2	2'200

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

IT SERVICES

- Online Kognity (IB) study platform
- Provision of iPads and technical support (from P3 - MYP5)
- IT infrastructure for the use of personal devices (BYOD)

MANDATORY ACTIVITIES AND TRIPS

- Mandatory ski outings in term 2 (from P1 to DP1)
- Swimming lessons (E2 to P5)
- Curricular outings

VARIOUS

- External benchmarking tests (Durham University, Step One, ISA, GL)
- Higher Education Guidance (DP)

All additional optional activities that are not included in the fixed costs will be billed separately, such as:

- Inter-school events requiring accommodation
- Conferences and trips abroad
- Ski competition training
- DP2 ski outings

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

SCHOOL UNIFORM

The school uniform must be worn by all students at Haut-Lac. Basic school and sport uniform items are on sale in the school shop and online: <https://shop.haut-lac.ch/>

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

The school reserves the right to charge for any additional exam support (including individual supervision costs).

TAX INFORMATION

Parents may be able to claim a tax deduction for tuition fees depending on their canton of residence and tax status. Local parents, who live in the canton of Vaud, may be able to claim a deduction of up to CHF 9'100 per year (2020) for childcare-related school fee components for children under 14. This relates specifically to lunchtime supervision, out-of-hours care and holiday camps.

Should you need a certificate to be issued with the amount of deduction applicable to your child(ren), please contact: billing@haut-lac.ch

As regards expatriate families, total or partial tax deductions are granted according to the company's tax status. We advise parents to approach their employer for more information.

PAYMENT TERMS

Once a student starts attending lessons 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. No adjustments will be made for mid-year enrolments or departures.

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

ANNUALLY

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

A **2% discount** is applied to single payments made **before 31 July**. This discount will be revoked in the event of late payment.

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).

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

Tuition is billed two months in advance, in 10 equal instalments, from 31 July to 30 April. A **1% surcharge** is applied to the published annual school fees to cover administrative costs.

The default billing option is annually, unless otherwise specified by parents. A change of option must be communicated as soon as possible to billing@haut-lac.ch.

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

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, 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 and lactose free menu are also available on demand.

MEALS	ANNUAL FEE	TERMLY FEES		
		T1 40%	T2 30%	T3 30%
E1 to P5 - 4 days per week (excl. Wednesday)	1'980	792	594	594
E1 to P5 - 5 days per week (incl. Wednesday)	2'475	990	743	742
MYP1 to DP2 - 4 days per week (excl. Wednesday)	2'310	924	693	693
MYP1 to DP2 - 5 days per week (incl. Wednesday)	2'885	1'154	866	865

(7.7% VAT 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 school meals must do so for either 4 or 5 days each week, and generally for the whole year. Any changes must be submitted to the finance department by e-mail (ursula.ducraux@haut-lac.ch) before the end of one term with effect from the next.

DP2 students are only billed for 50% of the third term's meals, due to their reduced presence at school.

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 on the following routes:

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, Châtel-St-Denis, Monts-de-Corsier)

ZONE 3

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

Students may also sign up to use our **free shuttle service from and to Vevey** train station.

RETURN TRIP	ANNUAL FEE	TERMLY FEE		
		T1 40%	T2 30%	T3 30%
ZONE 1	1'800	720	540	540
ZONE 2	3'200	1'280	960	960
ZONE 3	4'500	1'800	1'350	1'350

(7.7% VAT included)

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

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

The published fees take into account occasional absences, ski days, school trips, extreme weather days 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.

DP2 students are only billed for 50% of the third term's bus fees, due to their reduced presence at school.

We run shuttle services between the school and company headquarters if there is enough demand. Please check with our Mobility Coordinator whether this applies to your company (nicole.harton@haut-lac.ch).

EXTRA-CURRICULAR CLUBS & ACTIVITIES

The school organises various extra-curricular activities run by our staff or by external professionals.

Club descriptions, times and locations can be found in our clubs programme.

BREAKFAST CLUB

From 7:15, **included in the fixed fees.**

CLUBS & ACTIVITIES RUN BY SCHOOL STAFF (15:45 - 16:45)

Infant and Primary students may sign up for a maximum of two clubs per week (**included in the fixed fees**) based on availability. Registrations are taken on a termly or annual basis depending on the activity.

Secondary students may take part in clubs (included in the fixed fees) from 15:45 to 16:30, and from 16:45 to 17:30, depending on their interests and timetables.

CLUBS RUN BY EXTERNAL PROFESSIONALS (15:45 - 16:45)

The prices for clubs run by external professionals are clearly stated in the clubs programme. They vary depending on the activity and are set by the club leader.

Missed sessions are not reimbursed, as occasional absences are accounted for in the published prices.

AFTER-SCHOOL SUPERVISION

INFANT TEDDY CLUB OR PRIMARY SUPERVISED STUDY (15:45 - 16:45)

Children are generally registered for a term at a set fee. Attendance on an ad-hoc basis costs CHF 15 a session.

OUT-OF-HOURS SUPERVISION (16:45 - 18:00)

CHF 15 per hour or hour started

WEDNESDAY AFTERNOON SUPERVISION (until 18:00)

E1 TO P5 CLASSES

Arts & crafts sessions, games, and outdoor or indoor sports are organised on campus every Wednesday afternoon.

Registrations are taken on a termly basis.

ANNUAL FEES	TERMLY FEES		
	T1	T2	T3
1'850	740	555	555

This service is also available on an hourly basis at the rate of CHF 15.

WEDNESDAY AFTERNOON ACTIVITIES (until 17:00)

P1 TO MYP2 CLASSES

Qualified and experienced professionals provide an active and stimulating solution for children who are looking for fun and exciting activities and sports to do off-campus on Wednesday afternoons (such as LaserGame, Bowling, Mini-Golf, Climbing or Karting).

Registrations are taken on a termly basis.

ANNUAL FEES	TERMLY FEES		
	T1	T2	T3
2'200	900	800	500

Prices include transport costs and external provider fees such as entry and equipment rental costs.

Additional supervision until 18:00 will be billed at CHF 15 a session.

EVERYDAY AFTER-SCHOOL SUPERVISION PACKAGE (until 18:00)

E1 TO P5 CLASSES

Parents who make use of our after-school supervision options on a regular basis may wish to sign up for our after-school supervision package, which includes:

- 4 activities per week from 15:45 to 16:45 run by school staff (activity clubs up to a maximum of 2, study sessions or Teddy club sessions for E1)
- Wednesday afternoon supervision until 18:00
- Out-of-hours supervision every day until 18:00

ANNUAL FEES	TERMLY FEES		
	T1	T2	T3
2'500	1'000	750	750

This package does not include payable clubs run by external professionals.

No refund will be given for any package items not used.

FEES FOR ADDITIONAL SUPPORT

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

LANGUAGE SUPPORT

Indicative price 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 during the year. We offer booster sessions or subject-specific

clinics for groups of students based on their needs throughout their schooling (included in the annual fees).

INDIVIDUAL NEEDS

Individual language or support lessons may be given according to each child's individual support plan. More information available on request.

Indicative price per lesson:
Individual CHF 75 Group CHF 50

BOARDING

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

Parents shall enter into separate contractual relationships with each establishment. 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 if a student is about to leave school or is enrolled mid-year. Any disputed invoice must be queried in writing within 15 working days from the date of issue to: billing@haut-lac.ch.

Bank transfer or standing order are the preferred methods of payment. Credit cards are accepted for payments under CHF 1'000. The school does not accept cheques. 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 (phone number,

e-mail, address) in their family and/or child's circumstances.

LATE PAYMENT

In case of delayed payments a reminder is sent 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.

WITHDRAWAL

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 must 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

REVISION & 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.

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

Tuition Fees for a term which has been started are payable in full in all cases, even if the student is not present throughout. If the withdrawal deadline is not adhered to, the Tuition Fees for the following term will also become 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 for the current term in full remains.

Any legal dispute, controversy or claim arising from or relating to these Terms and Conditions and 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.

February 2021



CAMPUS
PRAZ-DAGOUD

3 to 13 years

Chemin de Pangires 26
CH-1806 St-Légier-La Chiésaz

+41 22 555 50 00
info@haut-lac.ch

CAMPUS
ROCHES GRISES

13 to 18 years

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