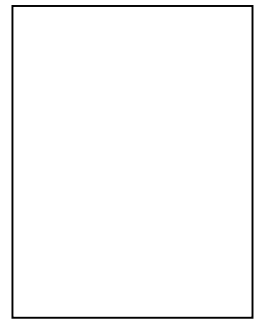




International School of Monts-de-Corsier



(Photo)

Application for Enrolment Form

Student Details:

Student's Last Name: _____ First Name/s (Official): _____

First Name normally used: _____ Sex: m f Date of birth: _____
(DD/MM/YY):

Place of birth(country): _____ Nationality: _____ Passport Held _____

First Language: _____ Other Languages spoken _____

English language level:

native speaker fluent advanced (or minimum 2 years English speaking school) intermediate (or minimum 1 year of English speaking school) beginner (or less than 1 year of English speaking school) complete beginner (no functional English)

Expected Date of Entry (DD/MM/YY):: _____

Expected Class of Entry: Foundation 1 Morning Only Primary Year

Foundation 1 or 2

Extra Services (please tick): School Lunch School Bus

Siblings: Name Date of Birth (DD/MM/YY) Name Date of Birth (DD/MM/YY)

1. _____ 3. _____

2. _____ 4. _____

For office use only

Received: Date of entry: Confirmed Year Group:

SEN ELL Bus Lunch Visit

School Report Reference Copy of Passport

Comments: _____

School History:

Dates	Name	Town	Country
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Has the student ever been asked to withdraw from school? yes no

Has the student any physical, health or emotional difficulties? yes no

Has the student been assessed for any learning difficulties? yes no

Does the student currently receive any additional educational support? yes no

If the answer to any of the questions above is yes you must explain by separate letter.

Failure to fully disclose factors influencing a child's individual educational needs, may result in the cancellation of their enrolment.

School Report and School Recommendation.

We require a copy of the most recent school report. If it is not sent with this application it must be provided to the school as soon as possible. Report attached: YES NO

A request for recommendation from your existing school may be made for any child. This is a condition of enrolment for children from Year 4 upwards. Please give full details of the person we should contact.

First Name: _____ Last Name: _____

Position: _____ School: _____

Telephone: _____ E-mail: _____

Contact Details:

FATHER/ GUARDIAN	MOTHER/ GUARDIAN
Full Name: _____	Full Name: _____
Nationality: _____	Nationality: _____
First Language: _____	First Language: _____
Swiss Address _____	
Telephone: _____	Telephone: _____
Handphone: _____	Handphone: _____
E-mail: _____	E-mail: _____
Profession: _____	Profession: _____

IMPORTANT If both parents do not live at the same address, or if custody is not shared equally please explain by separate letter.

Please note we will contact you exclusively by e-mail, please ensure we have a valid e-mail contact for you

Mailing address for Correspondence (if different from above)

Billing Details:

Contact Person: _____ Job Title/ Department _____

Company: _____

Address: _____

Telephone: _____ E-mail: _____

Health Record

Student's Last Name: _____ First Name _____

Sex: m f Date of Birth(DD/MM/YY): _____

Does your child have impaired vision?
if yes, wears glasses or contact lenses? _____ yes no

Does your child have impaired hearing?
If yes, wears a hearing aid? _____ yes no

Does your child wear a dental brace or other dental apparatus?
if yes, please explain by letter _____ Yes no

Does your child have any physical disability?
if yes, please explain by letter _____ yes no

Is your child able to participate fully in the Physical Education, Swimming and
Skiing programmes? _____ yes no

Does your child suffer from known allergies?
if yes please explain by letter _____ yes no

Does your child have any underlying medical condition?
if yes, please explain by letter _____ yes no

Has your child ever consulted a psychologist?
if yes please explain by letter _____ yes no

Has your child suffered from
any of the following illnesses?

Has your child been VACCINATED
for any of the following illnesses?

<input type="checkbox"/>	Chicken pox	<input type="checkbox"/>
<input type="checkbox"/>	Measles	<input type="checkbox"/>
<input type="checkbox"/>	German measles	<input type="checkbox"/>
<input type="checkbox"/>	Mumps	<input type="checkbox"/>
<input type="checkbox"/>	Scarlet fever	<input type="checkbox"/>

_____ Other _____

Other remarks concerning your child's health that we should know about:

Catered school meals: Standard Vegetarian Without Pork Other: _____

How did you hear about ISM? : (please \surd one box only)

Employer: Relocation Agent ISM Family

Referral: School website: Web search:

Terms and Conditions

1. ISM accepts children when they are 3 years **on or before 1st September**. Foundation 1 – 3yrs, Foundation 2 – 4yrs, Year 1 – 5 yrs, Year 2 – 6yrs, Year 3 – 7rs, Year 4 – 8 Yrs, Year 5 – 9 yrs, Year 6 – 10 yrs. Students are allocated to classes by age only.

2. School Reports and Recommendations

The school requires both the latest school report and a recommendation from the child's previous school. No enrolment can be confirmed unless both have been received (with translation if necessary).

3. Fees:

Fees include: School books, Compulsory excursions, Swimming, Physical Education, Skiing and Residential Trip.

Fees policy: All fees are allocated 40% to the first term of attendance and 30% to terms 2 and 3. No part terms will be calculated. Students joining the school during the academic year are invoiced from the beginning of the term in which they start. Fees for school bus and school lunch services are calculated pro-rata.

Fees due: All fees are due by 1st August or before commencement if starting mid-year.

Staged payments: are only possible by prior written arrangement.

***Additional English Classes** are payable by all children from Year 1 upward whose level of English is beginner or complete beginner. This is charged for first year of study only.

Deposit: A deposit of CHF 2'500 per child is payable immediately upon confirmation of enrolment for new families. School places are not secured until the deposit payment has been received. This amount will be deducted from the school fees invoice.

Administration fee: An administration fee is added to all invoices

Uniforms: must be paid in cash directly at the school and cannot be invoiced separately.

No deduction in fees will be calculated for periods of non-attendance due to sickness, extended holiday or other absences.

Where a third party is wholly or partly paying the school fees, the responsibility for payments remains solely with the parents until the fees are paid in full.

Bank Details: BCV, Banque Cantonale Vaudoise, CH 1001, Lausanne, Switzerland

Account number: S 5049.99.93 Bank Code : 767 Swift Code: BCVLCH2LXXX IBAN: CH5500767000S50499993

4. Re-enrolment:

You will have to confirm your child's re-enrolment in the spring of the preceding school year. Published deadlines must be adhered to and once the re-enrolment confirmation date is passed termination will result in a financial penalty. Please carefully read and follow the instructions and information given on your child's re-enrolment form.

5. Notice of Termination of Enrolment:

Should it be necessary to terminate a student's enrolment during the school year, notice of the termination must be given in writing by registered letter.

Parents will be responsible for tuition-fees as follows:

Cancellations	Notice	Tuition Fees	Departure	Beyond deadline fee
Term 2	By 1 st Sept	40%	End Term 1 (15th December)	70%
Term 3	By 15th December	70%	End Term 2 (31st March)	100%

6. Cancellation of Enrolment

ISM reserves the right to cancel the enrolment of any child where the child's individual educational needs, have not been fully disclosed at the time of enrolment.

ISM reserves the right to cancel the enrolment of any child where full disclosure on health related matters affecting a child's educational needs are not made at the time of enrolment.

7. General

The school is not responsible for the loss, theft or damage of **any** personal items lost during the school day.

Parents (or their appointed substitute) must be available and contactable at all times while their children are at school. A child who becomes ill at school or is deemed unfit for class must be collected immediately. In cases of serious misconduct children must be collected from the school immediately pending a meeting of the Headteacher and parents.

8. Acceptance of terms & conditions:

I understand the School's philosophy and agree to abide by the School's regulations, as set in the current terms and conditions. I undertake to follow the school's policies and to be informed of all appropriate information via the Parents' Handbook.

Date: _____ Signed: _____

Please send this enrolment form to ISM SA, Ave. des Planches 23-25, CP 1347, 1820 Montreux or e-mail to: office@international-school.org.