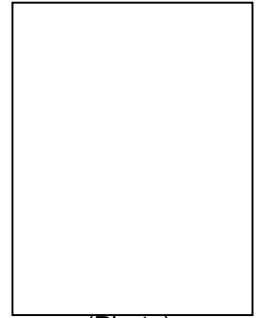




**+** La Côte International School



(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  Secondary Year  (LCIS ONLY)

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 LCIS? : (please  $\surd$  one box only)

Employer: <input type="checkbox"/>	Relocation Agent <input type="checkbox"/>	LCIS Family <input type="checkbox"/>
Referral: <input type="checkbox"/>	School website: <input type="checkbox"/>	Web search: <input type="checkbox"/>

## Terms and Conditions

1. LCIS accepts children when they are 3 years **on or before 1<sup>st</sup> 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, Year 7 – 11yrs, Year 8- 12yrs, Year 9 – 13yrs, Year 10 – 14yrs. 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: S519 2471 5 Bank Code: 767 Swift Code: BCVLCH2LXXX IBAN: CH98 0076 7000 R519 2471 5**

### 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 letter.

Parents will be responsible for tuition-fees as follows:

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

### 6. Cancellation of Enrolment

LCIS 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.

LCIS 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 the 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 LCIS SA, Ave. des Planches 23-25, CP 1347, 1820 Montreux or e-mail to: [office@international-school.org](mailto:office@international-school.org).**