



COLLEGE  
**CHAMPITTET**  
FONDÉ EN 1903

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**GENERAL TERMS AND CONDITIONS**  
**2012 / 2013**  
**NYON**

**SUMMARY**

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## A Admission fee

Any application form must be returned signed and accompanied with the proof of payment of the Admission fee of CHF1'500.-per pupil. This amount covers the administrative admissions expenses and is none refundable. The Collège Champittet reserves the right to apply (additional) admissions penalties for breach of contract.

## B Tuition

	1 <sup>st</sup> Trimester	2 <sup>nd</sup> Trimester	3 <sup>rd</sup> Trimester	Total Annual
Pre-Kindergarten, 5 mornings (PS)	3'600.—	2'700.—	2'700.—	9'000.—
Pre-Kindergarten, 4 afternoons supplement (Monday, Tuesday, Thursday and Friday)	2'400.—	1'800.—	1'800.—	6'000.—
Kindergarten (MS and GS)	6'360.—	4'770.—	4'770.—	15'900.—
1 <sup>st</sup> , 2 <sup>nd</sup> and 3 <sup>rd</sup> grades	6'920.—	5'190.—	5'190.—	17'300.—
4 <sup>th</sup> and 5 <sup>th</sup> grades	7'840.—	5'880.—	5'880.—	19'600.—
6 <sup>th</sup> grade	8'640.—	6'480.—	6'480.—	21'600.—
Fees F.L.E. / E.S.L.	3'440.—	2'580.—	2'580.—	8'600.—

**Exceptionally and for short periods, it is possible to participate occasionally in the 4 afternoons of the pre-Kindergarten at the rate of CHF 45.—. These expenses are billed separately.**

The quarterly billing cycles are defined as below. Please note that it does not correspond to the school trimesters:

**1st trimester: from September 1<sup>st</sup> to December 31<sup>st</sup> (4 months)**

**2nd trimester: from January 1<sup>st</sup> to March 31<sup>st</sup> (3 months)**

**3rd trimester: from April 1<sup>st</sup> to June 30<sup>th</sup> (3 months)**

Tuition is billed in advance of each trimester. It is possible to request monthly or annual billing as per the terms and conditions below. This choice should be noted on the admission application form.

**Monthly:** a 3% surcharge on the amount of the tuition is billed. Invoices will be made in 10 instalments and the payment must be made within 10 days of the issue date of the invoice.

**Quarterly:** payment is due on July 31<sup>st</sup>, December 31<sup>st</sup> and March 31<sup>st</sup>. These due dates must be strictly met. Collège Champittet reserves the right to bill on a monthly basis if partial payments have been recorded.

**Annual:** a 3% discount calculated on the amount of the tuition is granted for an annual payment of the tuition recorded no later than July 31<sup>st</sup>. Should the payment fail to be recorded by this date, Collège Champittet reserves the right to void the discount thus granted and bill the service on a quarterly basis.

Any withdrawal must be reported by a registered letter addressed to the Director or by e-mail at [modifications-nyon@champittet.ch](mailto:modifications-nyon@champittet.ch) (exclusively to this adress), the date of the e-mail or postmark is proof thereof.

Prior to the start of the school year and after admission has been confirmed or the re-enrolment form has been returned signed, the following expenses will be billed:

From May 1 <sup>st</sup> to July 15 <sup>th</sup> for the next school year	the equivalent of two months of tuition
From July 16 <sup>th</sup> and onwards	the equivalent of 1 <sup>st</sup> trimester of tuition

**Any withdrawals from the Collège Champittet during the school year must be reported with a two months delay for the end of the quarterly billing:**

**no later than October 31<sup>st</sup> for the end of the 1<sup>st</sup> billing trimester (December 31<sup>st</sup>)**

**no later than January 31<sup>st</sup> for the end of the 2<sup>nd</sup> billing trimester (March 31<sup>st</sup>)**

To be valid, every change made by the Parents shall be made in writing (registred mail, email or fax) to the following adress :

Collège Champittet

Bureau des Admissions – Modifications

Chemin du Joran 11A

CH-1260 Nyon, Suisse

Fax : +41 21 721 05 30

Email : [modifications-nyon@champittet.ch](mailto:modifications-nyon@champittet.ch)

An annouced change is only consider valid if receipt thereof has been confirmed by the Collège Champittet.

Beyond the deadlines mentioned above, the current billing trimester, as well as the following trimester, are due.

In the event that a pupil is expelled by the Director, the current billing trimester, as well as the following trimester are due.

**The same conditions apply for all the services or activity plans mentioned in this brochure, unless mentioned otherwise.**

## C Meals

	1 <sup>st</sup> Trimester	2 <sup>nd</sup> Trimester	3 <sup>rd</sup> Trimester	Total Annual
Half-board including mandatory supervision (4 meals a week: Monday, Tuesday, Thursday and Friday)	1'140.—	855.—	855.—	2'850.—

\*For VAT purposes, the amount shown above will be itemised on the invoice separating the meal portion and the supervision portion.

The prices for the meals and the Junior workshops / activities are calculated on a package basis. They are based on the number of meals ordered for the entire trimester, or the entire school year, as the case may be. In particular, they take into account absences for extracurricular activities and holidays. No refund will be granted even in the case of early cancellation.

Exceptionally and for short periods, it is possible to have occasionally a meal at Collège Champittet at the rate of CHF 22.—. Tickets are available at the Reception.

## D Optional extracurricular workshops and activities

Collège Champittet offers the possibility of participating in different optional extracurricular workshops/ activities on Monday, Tuesday, Thursday and Friday. These workshops / activities (such as theater, music, judo or do-it-yourself) are adapted to the age of the children and are intended to the pupils from and including the Kindergarten (MS – moyenne section).

These workshops / activities are optional. They begin usually after the lunch and finish when classes resume (save the judo workshop which, for organisation and space reasons, takes place at the end of the afternoon, after classes). The participation at one or the other workshop automatically implicates the participation at the corresponding lunch (the judo workshop excepted).

The workshops / activities will be known at the beginning of the school year, depending on the demand.

## E Books and school supplies

The official books of the programme and school supplies are billed separately.

## F Uniforms

2 smocks (for preschoolers and first-graders)				96.—
Uniform fee for all new pupils (except preschoolers and first-graders)				545.—
Sportswear fee for all new pupils (except preschoolers and first-graders)				210.—

The uniform and the sportswear are mandatory.

The uniform fee includes the following items: 5 short-sleeve polo shirts, 3 long-sleeve polo shirts, 2 V-neck pullovers, 1 sleeveless jumper and 1 fleece jacket.

The sportswear fee includes the following items: 2 T-shirts and 1 short, 1 trouser and 1 jacket.

It is possible to buy more items all year long.

## G Mandatory activities

	1 <sup>st</sup> Trimester	2 <sup>nd</sup> Trimester	3 <sup>rd</sup> Trimester	Total Annual
Flat fee for the pupils of Pre-Kindergarten (PS) and Kindergarten (MS)	200.—	150.—	150.—	500.—
Flat fee for the pupils of Kindergarten (GS) up to including the 4 <sup>th</sup> grade	600.—	350.—	350.—	1'300.—
Flat fee for the pupils of the 5 <sup>th</sup> and 6 <sup>th</sup> grade	400.—	800.—	300.—	1'500.—

This package includes the mandatory activities organised and supervised by Collège Champittet. This includes trips to «Les Martinets» from Kindergarten (GS), the ski camp from the 4<sup>th</sup> year and for all one or two quarterly excursions.

No refund is possible for failure to participate in one or another of these activities. A reduction for non-participation in the ski camp may be considered only after consent by the Director upon the submission of a medical certificate.

Part of the fee that is used for the ski camp includes lodging, board, supervision and the ski lifts fees. It does not include rental and /or purchase of equipment directly related to the pupil, private ski/snowboard lessons as requested by the pupil.

Journeys to «Les Martinets» include lodging, board and all activities (pedagogical and energy farms, workshops, etc.)

## H Optional activities

Collège Champittet organises and supervises, during the school year, different sporting and cultural activities. Pastoral Services [“Chaplaincy”] of Collège Champittet also organises retreats and trips.

The prices and conditions of these activities are communicated before the registration to the parents of the concerned pupils. Registration is final and non-refundable.

## I After-school care

	1 <sup>er</sup> trimestre	2 <sup>e</sup> trimestre	3 <sup>e</sup> trimestre	Total annuel
After-school care : From 3 :30 PM to 5 :30 PM, including snacks and homework supervision (4 days a week : Monday, Tuesday, Thursday and Friday)	1'200.—	850.—	850.—	2'900.—
After-school care : From 5 :30 PM to 6 :30 PM, (4 days a week : Monday, Tuesday, Thursday and Friday)	600.—	450.—	450.—	1'500.—

Exceptionally and for short time periods, it is possible to participate occasionally in the after-school care at the rate of CHF 25.— per afternoon. Tickets are available at the Reception.

## J Private classes

Private classes (1 pupil) per 40-minute period	85.—
Semi-private classes (2 or 3 pupils) per 40-minute period	50.—
Group classes (4 pupils or more) per 40-minute period	30.—

These classes are organised at the request of the parents or upon recommendation by a teacher with the consent of the parents. They are organised for the purpose of tutoring a student in a specific subject.

In the event of a foreseeable absence, it is necessary to advise the specific teacher concerned at least 24 hours in advance; otherwise, the class will be billed in its entirety.

## K School transportation

The specific documentation relating to school transportation is available at the Reception.

## L Other expenses

All of the expenses not mentioned in these General Terms and Conditions are billed separately.

Reminders are automatically sent for unpaid invoices. As soon as a 2<sup>nd</sup> reminder is sent, an amount of CHF 20.— is billed. Moreover parents undertake to pay an annual default interest of 5% per year, for all late payments. (104 AL.1 CO)

## M Re-enrolment

A re-enrolment form will be sent to parents and is to be returned duly signed, at the latest, by Thursday 15<sup>th</sup> March 2012. After this deadline, Collège Champittet reserves the right not to accept the re-enrolment of the pupil. In the event of cancellation of re-enrolment, the same terms as for withdrawal, according to part B "Tuition", are applied.

**From the school year 2012-2013, the re-enrollment of the students will be automatic.** Any withdrawal must be announced before 31<sup>st</sup> March 2013 to avoid the invoicing of the equivalent of the first quarter of the next school year.

## N Health and insurance

The parents or guardian of the pupil should insure their children for any accidents and illness that may occur during school and extracurricular activities. Collège Champittet will not be held liable for failure to comply with these terms.

The parents must take out a liability policy to cover possible expenses and damages caused by their child within the context of the school, both inside and outside of the school.

## **O Use of pictures of the student and data protection**

The Collège Champittet commits to take all adequate measures to respect the choice of the Parents who requested, via registred mail, that they do not wish pictures of their children to be used in the communication material of the Collège Champittet.

The Collège Champittet is authorized to use a student's work and, subject to the above paragraph, all the pictures of the student in its communication.

## **P Administrative provisions**

Damages caused by the pupils are the responsibility of the parents.

The School management declines any liability in the event of theft, including personal belongings, money, documents, jewelry or valuables (computer, telephone or other).

**When the admission application form or re-enrolment form is signed, these General Terms and Conditions are considered accepted.**

**The Parents accept the present general terms and conditions from the moment the pupil is integrated at the Collège Champittet, even if the contract is not signed.**

**The regulations of Collège Champittet and all amendments thereof are an integral part of the present general and financial conditions. These documents are available upon request from the Reception.**

These General Terms and Conditions are valid for the 2012/2013 school year.  
They invalidate and replace all previous terms and conditions.

## **Q Applicable law and jurisdiction**

Swiss legislation is solely applicable to all matters arising from these General Terms and Conditions and the agreements related hereafter, regardless of the residence of the parents or guardians.

**The place of legal jurisdiction is Nyon, Switzerland.**

## **R Banking information**

Banque Cantonale Vaudoise  
Case postale 300  
1001 **Lausanne**

IBAN CH20 0076 7000 K509 9926 9  
BIC/SWIFT : BCVLCH2L  
Clearing : 767  
Bank CCP [Bank Giro] : 10-725-4

## **S Corporate requests**

Please contact our Key Account Manager in the Admissions Office.

## T Summary of the one-time expenses

		PS	MS/GS	1; 2; 3	4; 5	6
A	Admission fee (one-time, for each new pupil)	1'500	1'500	1'500	1'500	1'500
F	2 smocks (MS / GS and first-graders)	96 (until the 1st year)				
	Uniforms fee for new pupils (except preschoolers and first-graders)			755*	755	755

\*starting in 2<sup>nd</sup> grade

## Summary of mandatory periodic expenses

		PS morning	MS/GS	1; 2; 3	4; 5	6
B	Tuition	9'000	15'900	17'300	19'600	21'600
E	Books and school supplies	Billed separately				
G	Mandatory activities	500	500 / 1'300	1'300	1'500*	1'500

\*up to 5<sup>th</sup> grade

## Summary of optional expenses (list not exhaustive)

		PS	MS/GS	1; 2; 3	4; 5	6
B	Pre-Kindergarten only Supplement for 4 afternoons/week	6'000				
	Supplement F.L.E / E.S.L			8'600	8'600	8'600
	option F.L.E / E.S.L.			Billed separately		
C	Meals	2'850	2'850	2'850	2'850	2'850
D	Optional extra-curricular work-shops / activities	Billed separately				
H	Optional activities	Billed separately				
I	After school care 15h30 - 17h30	2'900	2'900	2'900	2'900	2'900
	After school care 17h30 - 18h30	1'500.-	1'500	1'500	1'500	1'500
J	Private classes	40-minute private classes, CHF 85.- } 40-minute semi-private classes (2 or 3 pupils), CHF 50.- } Billed separately 40-minute group classes (4 pupils and above), CHF 30.- }				
K	School transportation	According to special general terms available between now and the end of May 2012				

**Only the French version is legally binding.**  
All fees are quoted in Swiss Francs (CHF), VAT included, on all services subject thereto.