

STUDENT INFO

Title (Miss, Other) _____
 First Name(s) _____
 Last Name(s) _____
 Date of Birth (D/M/Y) _____ Religion _____
 Place of Birth _____ Nationality _____
 Passport # _____ Expiry date _____
 Last School attended: _____
 The School was recommended to me by: _____



FATHER'S INFORMATION

Title (Mr, Other) _____
 First Name(s) _____
 Last Name(s) _____
 Profession _____

MOTHER'S INFORMATION

Title (Mrs, Other) _____
 First Name(s) _____
 Maiden Name(s) _____
 Profession _____

PERSON RESPONSIBLE FOR PAYMENTS

Title (Mr, Mrs, Other) _____ First Name(s) _____ Last Name(s) _____ Address _____ _____ Zip Code _____ State _____ City _____ Country _____	Numbers "Int. Code (State Code) Tel. #" _____ Home Phone # _____ Business Phone # _____ Mobile # _____ Fax # _____ E-mail _____ Banking Reference: _____ _____ _____
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Prices are in CHF - Swiss Francs; (**For information only: USD** - +/- equivalent to CHF; **EUR** - Euro @ Rate 1.25 - as of December 2011)
SMF = Surväl Mont-Fleuri; **IVP** = Institut Villa Pierrefeu

1 ENTRY FEE

	CHF
Application Fee (non refundable)	1'000.--
Deposit (remainder will be refunded)	5'000.--

2 BOARD, LODGING & FEES (classes are given in English)

	UNIT	CHF
<input type="checkbox"/> 1st semester (23.09.2012 - 23.02.2013) + 1 additional week Bachelor of Business Administration programme + 3 weeks in the mountains (16.01.2012 - 03.02.2012) optional	Weeks (14) Weeks (3)	31'700.-- 3'000.--
<input type="checkbox"/> 2nd semester (24.02.2013 - 15.06.2013) <small>VAT taxes, health insurance, + Surväl sport and fun KIT are added to this amount.</small>	Weeks (14) TOTAL	31'000.-- 62'700.--

3. ELECTIVE COURSES (not included in the basic price)

	UNIT	CHF
<input type="checkbox"/> Public Relations with IVP (once booked cannot be cancelled for the term)	6 periods x term	450.--
<input type="checkbox"/> Other Optional Courses (see the price list)		
<input type="checkbox"/> Foreign Languages <input type="checkbox"/> TOEFL <input type="checkbox"/> SAT		
<input type="checkbox"/> History of Art <input type="checkbox"/> Ceramics <input type="checkbox"/> Drawing and Painting		
<input type="checkbox"/> Photography <input type="checkbox"/> Cooking <input type="checkbox"/> Pastry		

4. FRENCH

	UNIT	
<input type="radio"/> French is compulsory	6 periods/week	Included in the fees

Date, place & Student's signature

Date, Place & Signature of Parent/ Guardian/ Person responsible for payments

GENERAL CONDITIONS

Art. 1: GENERALITIES

- 1.1. The "School" is: Surväl Mont-Fleuri, S.A., Route de Glion 56, CH-1820 Montreux.
- 1.2. The "Programme" is: Bachelor of Business Administration.
- 1.3. The "School Year Dates" are:
 - **Fall semester:**
23.09.2012 - 23.02.2013
Christmas Holidays:
15.12.2012 - 13.01.2013
Optional Ski stay:
16.01.2012 - 03.02.2013
 - **Spring semester:**
24.02.2013 - 15.06.2013
Easter Holiday:
23.03.2013 - 07.04.2013
- 1.4. The "Entry Fee" is: CHF 6'000.-- It is composed of:
 - the "Application Fee" of CHF 1'000.--,
 - the "Deposit" of CHF 5'000.--
- 1.5. The "Deposit" serves as a guarantee during the sojourn of the student and must remain complete at all times.
- 1.6. The "School Fees" are:
 - Fall semester: CHF 31'700.--
 - Spring semester: CHF 31'000.--
- 1.7. The "Winter Sports Sojourn Fee" is: CHF 3'000.--
- 1.8. The "School's Account" is: SURVAL Mont-Fleuri S.A. at UBS S.A. 41 Avenue du Casino, 1820 Montreux Switzerland BIC/Swift: UBSWCHZH 80A IBAN: CH37 0025 5255 1016 2801D Compte: 255-101628.01D
- 1.9. The "Payment Deadline" is, if beginning school in the
 - Fall semester by: 1st September
 - Spring semester by: 1st January

Art. 2: SCHOOL YEAR

- 2.1. The school year is divided into two semesters. See "School Year Dates" (Art. 1.3.)
- 2.2. During the fall semester, students spend three weeks in a well-known alpine resort for winter sports.
- 2.3. During the Easter vacation, the school organizes a cultural trip abroad.
- 2.4. Winter sports and cultural trips are invoiced additionally.
- 2.5. Preference is given to students applying for one school year but depending on the number of registrations, it is sometimes possible to enrol for only 1 semester.
- 2.6. The Student and Parent Handbook will be sent to the family once the student has been accepted at Surväl. Parents and student(s) are requested to read this handbook carefully as it includes all the school rules and these are part of this contract.

Art. 3: APPLICATION PROCEDURE

- 3.1. To be admitted students have to send the following documents to the school:
 - The Application Form duly filled in and signed by the student, the student's father and/or guardian and by the person responsible for the payments.
 - Certification from an accredited secondary school: High school degree, Baccalauréat, Maturité Fédérale, Deutsche Abitur or equivalent.
 - Applicant must submit official, sealed records of study from all secondary or university-level institutions attended. Certified translations are required for all documents not in English.
 - Standardized test scores/TOEFL for non-native English speakers: Paper-Based Test - PBT = from 550 to 589 points minimum; Computer-Based Test - CBT = from 213 to 242 points minimum; Internet-Based Test - IBT = from 79 to 95 points minimum.
 - Two confidential letters of recommendation from instructors or employers who are familiar with the applicant's past performance.

- An autobiographical essay of approximately 500 words reflecting your individual development, educational and career goals, and your motivation in seeking admission to The Mont-Fleuri Women's College.
 - 10 photographs (3cm x 4cm minimum)
 - The medical certificate filled in and signed by both the student's doctor and the parents/guardian.
 - A photocopy of the student's passport.
- 3.2. The "Entry Fee" (Art. 1.4.) must be paid to the "School's Account" (Art. 1.8.). Incomplete registrations will not be taken into consideration.
 - 3.3. On receipt of the documents mentioned under Art. 3.1., and of the "Entry Fee" (Art. 1.4.) mentioned under Art. 3.2., the student's place is provisionally reserved and upon acceptance, the "School" initiates the student's visa formalities when necessary.

Art. 4: FINANCIAL CONDITIONS

- 4.1. Once the "Application Form" is signed, the "School Fees" (Art. 1.6.), including the "Winter Sports Sojourn Fee" (Art. 1.7.) are to be paid in advance. Should the payment not be made by the required "Payment Deadline" (Art. 1.9.) the student visa will be cancelled.
- 4.2. The "School Fees" include:
 - full board and lodging at SMF
 - schooling (Bachelor of Business Administration)
 - service and residence taxes
 - SMF school materials
 - third-party insurance
 - laundry
 - shuttle bus Surväl-Montreux-IVP from Monday to Friday (from 14:00 to 19:00)
- 4.3. The "Winter Sports Sojourn Fee" (Art. 1.7.) for the 3-week stay in a Swiss mountain resort is invoiced separately and covers all the expenses, i.e. journey, ski lessons, skating, cable cars, ski-lifts, etc. The rental of skis and ski boots is not included. This 3-week stay is an integral part of the fall semester.
- 4.4. As reservations in winter sport resorts have to be made at the beginning of the school year, the "Winter Sports Sojourn Fee" (Art. 1.7.) will not be reimbursed in case of cancellation or partial participation.
- 4.5. Sickness and accident insurance: This insurance is compulsory for all people residing in Switzerland. The "School" is compelled to take out an insurance policy for the student at the parents' expense. Cost: CHF 750.-- per term (with a deduction of CHF 100.-- per case of illness).
- 4.6. No money can be advanced to the students before it has been sent to the school. Parents should therefore ensure that the student has a valid return ticket and the funds necessary to travel back to her home.
- 4.7. The student's personal expenses are billed to the parents or to the person responsible for payments at the end of each term. These expenses include: Supplement for single room CHF 1'800.- per term (only 7 rooms available), elective and extra courses, inscription fees for official exams, sports lessons, medical and dental fees, pharmaceutical products, expenses due to medical diets, dry cleaning service, visa costs, entertainments, etc. The excursions and cultural trips are charged separately and have to be settled before the departure of each trip.
- 4.8. Parents or the person responsible for payments are kindly asked to settle the bill for the personal expenses they receive at the end of each term by return mail.
- 4.9. The bill for the student's personal expenses of the last semester will be deducted from the guarantee "Deposit" (Art. 1.5.) and the

balance, if applicable, refunded within 60 days.

Art. 5: CANCELLATION

- 5.1. **All cancellations must be confirmed by registered letter.** Please note the following points:
 - 5.2. Once a student has been accepted by the "School" (Art.1.1), the "Application Fee" (Art. 1.4.) of CHF 1'000.-- is not refundable.
 - 5.3. **Before starting school:** if the letter is received before the "Payment Deadline" (Art. 1.9.), a cancellation fee of CHF 5'000.-- will be retained.
 - 5.4. If the letter is received **after** the "Payment Deadline" (Art. 1.9.) but before starting the school, a cancellation fee of CHF 31'000.--, will be deducted from the sum paid to date, the remaining sum will be refunded.
 - 5.5. **Once the student has started,** if she is enrolled for the full year, her enrolment cannot be cancelled.
 - 5.6. If a student is expelled or leaves before the end of her booked stay, the "School Fees" (Art. 1.6.) are due as mentioned in Art. 5.5. and only the balance of the deposit for miscellaneous expenses, if any, is refunded.
 - 5.7. In any cases, the person responsible for payments must settle all the student's extra expenses and personal expenditures.
- Art. 6: REASONS FOR EXPULSION**
- 6.1. Students will be expelled who: fail to comply with the rules and regulations, having received one warning (no warning is given for the possession or taking of drugs); persist with a negative attitude towards their studies, other students or staff; behave in such a way as to damage the School's reputation.

Art. 7: ABSENCES

- 7.1. No reductions or refunds will be made to a student who is absent during the course; is unable to attend a class; or cannot participate in an activity included in the programme.

Art. 8: COPYRIGHT

- 8.1. All of Institut Villa Pierrefeu's own class materials and books are for personal use only and cannot be used directly or indirectly for commercial purposes without the prior written agreement of the IVP Principal or Director.

Art. 9: LAW AND JURISDICTION

- 9.1. If the fees have not been paid by the "Payment Deadline" (Art. 1.9.), they are considered as a debt within the meaning of Art. 82 LP, even in case of cancellation of the stay.
- 9.2. This agreement is made under Swiss legislation, and it is formally agreed that Swiss jurisdiction shall be applied whatever may be the residence of the parents, that of the parental authority or the student. Legal residence is elected in Switzerland, in the Canton of Vaud, and any difficulties which might arise from the present agreement would be submitted for decision to the local court in Montreux/ Vevey.
- 9.3. The contract begins when the student has been accepted (in writing) by Surväl.

Art. 10: SIGNATURES

- 10.1. Place, date and signature of the parent/guardian and/or person responsible for payments and student who declare that having carefully read and truthfully completed the application papers and the general conditions on this page, they formally accept them and will respect the School Rules and Regulations.

I am reserving a stay of _____ semester(s), starting on ____ / ____ / _____. I agree to be bound by the "General Conditions" and warrant that the information provided overleaf and in connection with this Agreement is correct.

Date, place & Student's signature

Date, Place & Signature of Parent/ Guardian/ Person responsible for payments