



# APPLICATION FORM

## SCHOOL YEAR 2009-10

### Language & IVP Higher Certificate in Finishing Course



#### STUDENT INFO

Title (Miss, Other) \_\_\_\_\_

First Name(s) \_\_\_\_\_

Last Name(s) \_\_\_\_\_

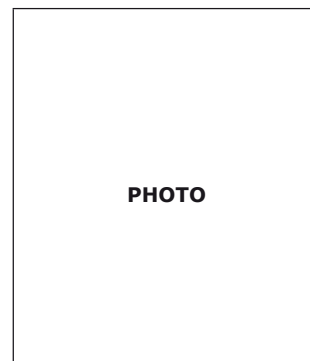
Date of Birth (D/M/Y) \_\_\_\_\_ Religion \_\_\_\_\_

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

<p>Title (Mr, Mrs, Other) _____</p> <p>First Name(s) _____</p> <p>Last Name(s) _____</p> <p>Address _____</p> <p>_____</p> <p>_____</p> <p>Zip Code _____</p> <p>State _____</p> <p>City _____</p> <p>Country _____</p>	<p>Numbers "Int. Code (State Code) Tel. #" _____</p> <p>Home Phone # _____</p> <p>Business Phone # _____</p> <p>Mobile # _____</p> <p>Fax # _____</p> <p>E-mail _____</p> <p>Banking Reference: _____</p> <p>_____</p> <p>_____</p>
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**Prices are in CHF - Swiss Francs; (For information only: USD - US Dollar @ Rate 1.05; EUR - Euro @ Rate 1.5 - as of September 2009)**  
**SMF = Surval 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 (IVP classes are given in English)	UNIT	CHF
<input type="checkbox"/> <b>Autumn (27.09.2009 - 12.12.2009)</b>	<b>Weeks (11)</b>	<b>22'400.--</b>
SMF obligatory language programme with IVP Higher Certificate Course		
<input type="checkbox"/> <b>Winter (10.01.2010 - 20.03.2010)</b>	<b>Weeks (10)</b>	<b>22'760.--</b>
SMF obligatory language programme with IVP Higher Certificate Course		
+ 3 weeks in the mountains		
<input type="checkbox"/> <b>Spring (11.04.2010 - 19.06.2010)</b>	<b>Weeks (10)</b>	<b>20'440.--</b>
SMF obligatory language programme with IVP Higher Certificate Course		
<input type="checkbox"/> + IVP Higher Certificate Practical Exam fees* (only if doing full school year)	Weeks (8)	<b>1'400.--</b>
*Without Exams, we only deliver a "Certificate of Attendance"		
VAT taxes, health insurance, pocketmoney (CHF 50.- per week) + Surval sport and fun KIT are added to this amount.		
<b>TOTAL</b>		<b>67'000.--</b>

3. OTHER EXPENSES	UNIT	CHF
<input type="checkbox"/> IVP Higher Certificate Books		650.--
<input type="checkbox"/> Public Relations (once booked cannot be cancelled for the term)	6 periods x term	360.--

4. LANGUAGE OPTION (CHOOSE ONE)	UNIT	
<input type="radio"/> French (18) & English (5)	23 periods x week	Included in the fees
<input type="radio"/> French (18) & French conversation (5)	23 periods x week	Included in the fees
<input type="radio"/> English (18) & French (5)	23 periods x 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: Surval Mont-Fléuri, S.A., Route de Glion 56, CH-1820 Montreux.
- 1.2. The "Programme" is: IVP Higher Certificate in Finishing course.
- 1.3. The "School Year Dates" are:
  - Autumn: 27.09.2009 - 12.12.2009
  - Winter: 10.01.2010 - 20.03.2010
  - Spring: 11.04.2010 - 19.06.2010
- 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:
  - Autumn term: CHF 22'400.--
  - Winter term: CHF 19'760.--
  - Spring term: CHF 20'440.--
- 1.7. The "Winter Sports Sojourn Fee" is : CHF 3'000.--
- 1.8. The "School's Account" is at:
  - UBS S.A., 41 Avenue du Casino, 1820 Montreux, Switzerland.
  - BIC/Swift: UBSWCHZH 18D
  - IBAN: CH36 0024 9249 G550 9390 0.
- 1.9. The "Payment Deadline" is, if beginning school in the
  - Autumn term by: 1st September
  - Winter term by: 15th November
  - Spring term by : 1st March

##### Art. 2: SCHOOL YEAR

- 2.1. The school year is divided into three terms. See "School Year Dates" (Art. 1.3.)
- 2.2. At the beginning of the winter term, 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 or 2 terms.
- 2.6. The student handbook will be sent to all families once a student is registered at Surval. Parents and students are requested to read this leaflet carefully. It is an important part of the application procedure and includes our school rules.

##### 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.
  - The last school report and recommendation from the Headmaster of the school the student attended.
  - 8 photographs (3cm x 4cm minimum)
  - A medical certificate signed by a doctor
  - A health report from the parents concerning their daughter's previous illnesses, accidents, operations, etc.
  - 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 definitely reserved and the "School" initiates the student's visa formalities where 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 (obligatory basic language programme of SMF & IVP Higher Certificate in Finishing course at IVP)
  - service and taxes
  - SMF school materials
  - third-party insurance
  - laundry
  - shuttle bus Surval-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 hiring of skis and ski shoes is not included. This 3-week stay is an integral part of the winter term.
- 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 term 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 amounting to the total fees of the term cancelled, 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, she can only cancel the third term and this must be done at the latest 30 days before the end of her first term. All other enrolments 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.

##### Art. 10: SIGNATURES

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

I am reserving a stay of \_\_\_\_\_ term(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.