



APPLICATION FORM

SCHOOL YEAR 2012-13

SURVAL Language & Finishing Courses "A la carte"

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: _____

Prices are in CHF - Swiss Francs; (**For information only: USD** - +/- equivalent to CHF; **EUR** - Euro @ Rate 1.25 - as of December 2011)
SMF = Surval Mont-Fleuri; **IVP** = Institut Villa Pierrefeu

1 ENTRY FEE

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

2. BOARD, LODGING & FEES

	UNIT	CHF
<input type="checkbox"/> Autumn (23.09.2012 - 15.12.2012) - Autumn break 27.10.2012 - 04.11.2012 SMF obligatory language programme (see point 4)	Weeks (11)	20'500.--
<input type="checkbox"/> Winter (13.01.2013 - 23.03.2013) SMF obligatory language programme (see point 4) + 3 weeks in the mountains	Weeks (10) Weeks (7) Weeks (3)	20'550.-- 17'550.-- 3'000.--
<input type="checkbox"/> Spring (07.04.2013 - 15.06.2013) SMF obligatory language programme (see point 4)	Weeks (10)	17'550.--
<small>VAT taxes, health insurance, + Surval sport and fun KIT are added to this amount.</small>	TOTAL	58'600.--

3. OPTIONAL 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)		

4. LANGUAGE OPTION (CHOOSE ONE)

	UNIT	CHF
<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

APPLICATION FORM

SCHOOL YEAR 2012-13

SURVAL Language & Finishing Courses "A la carte"

GENERAL CONDITIONS

Art. 1: GENERALITIES

- 1.1. The "School" is: Surval Mont-Fleuri, S.A., Route de Glion 56, CH-1820 Montreux.
- 1.2. The "Programme" is: Language & Finishing Courses "A la Carte".
- 1.3. The "School Year Dates" are:
 - Autumn: 23.09.2012 - 15.12.2012
 - Autumn break: 27.10.2012 - 04.11.2012
 - Winter: 13.01.2013 - 23.03.2013
 - Spring: 07.04.2013 - 15.06.2013
- 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:
 - Autumn term: CHF 20'500.--
 - Winter term: CHF 17'550.--
 - Spring term: CHF 17'550.--
- 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
 - 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 and Parent Handbook will be sent to the family once the student has been accepted at Surval. 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.
 - The last school report and recommendation from the Headmaster of the school the student attended.
 - 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 (obligatory basic language programme of SMF)
 - service and residence 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 rental of skis and ski boots 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 of CHF 18'250.--, 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/Vevvey.
- 9.3. The contract begins when the student has been accepted (in writing) by Surval.

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 _____ 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