



SURVAL MONTREUX



International Boarding
School for Girls
aged 12-19



Surval Montreux Admissions Information

2019-2020

Celebrating over 55 Years of Excellence in Girls' Education



ADMISSIONS PROCEDURE

Surval Montreux welcomes families to come and visit us. We invite your daughter to join us for a Taster Day and Sleepover so that she can experience life in the school before proceeding with her application.

Stage 1:

Admissions Application

Early application is recommended in the event there is a waiting list for places at the school.

To proceed with your daughter's application, the following must be submitted:

- 1) Completed Application Form
- 2) Application fee: CHF 2'200.-
- 3) Copies of the last 2 years' reports from your daughter's current school
- 4) Any report relating to special educational learning needs (e.g. dyslexia, dyspraxia) from an Educational Psychologist or similar professional
- 5) A photocopy of your daughter's passport

Stage 2:

Visit, interview and entrance test

On receipt of the above, assessment papers will be sent to your daughter's school or to her agent for completion under supervision. Your daughter will then be invited to an interview with the Principal either in person or by Skype.

Stage 3:

Offer/Acceptance

Subject to performance in entry assessments and interview, successful applicants will be offered a place in writing. This will be accompanied by the following documents for your completion and return:

- Health Questionnaire
- Permission forms
- Photo consent form
- Internet consent form
- Swiss residence form

To accept your daughter's place at Surval Montreux and qualify for the visa process, we require the above documents to be completed and returned along with the Acceptance Deposit (CHF 5'000.-)

The Acceptance Deposit will be held in the School bank account and will be refunded after your daughter's final term at Surval Montreux, less any 'extras' for that final term, subject to no outstanding sums of money being owed to the school. Please note the deposit is non-refundable in the event that your daughter does not take up a place previously accepted.



SUMMER CAMP AND SCHOOL YEAR DATES

Summer Camp 2019 **23 June to 2 August 2019**

Autumn Term 2019 – 13 weeks

Staff induction days	27 and 28 August 2019
Girls arrive	29 August 2019
Brunch	30 August 2019
Induction days	30 August to 1 September 2019
Lessons begin	2 September 2019
Half term	12 to 27 October 2019 (school closed)
Christmas Lunch	12 December 2019
Term ends	13 December 2019
Christmas Holiday	13 December 2019 to 5 January 2020 (school closed)

Winter Term 2020 – 13 weeks

Girls arrive	5 January 2020
Ski week	25 January to 1 February 2020 (obligatory)
Exeat Weekend	20 to 23 February 2020
Term ends	9 April 2020
Easter holiday	9 to 26 April 2020

Spring Term 2020 – 8 weeks

Girls arrive	26 April 2020
Ascension Weekend	21 to 24 May 2020
Graduation	16 June 2020
Term ends	17 June 2020 – girls leave

Summer Camp 2020 **21 June to 1 August 2020**

FINANCIAL INFORMATION

Tuition & Boarding Fees (whole academic year)	Foundation Year/Grade 8	CHF 78'000.-
	High/IGCSE/A Level/Liberal Arts	CHF 87'000.-
Additional Payments	Application Fee (not refundable)	CHF 2'200.-
	Deposit	CHF 5'000.-
	Personal Account	CHF 5'000.-
	Health, Accident and Dental Insurance	CHF 3'500.-
	Skiing and Ski Mountain Camp	CHF 3'700.-

The annual Tuition and Boarding fees cover the following:

- Class tuition
- Use of facilities, library and access to the Internet
- Evening and weekend activities at school or locally
- Expeditions within Switzerland during the day
- Loan of text books and other materials for class (unless girls wish to write in them)
- Accommodation and all meals
- Residence tax (taxe de séjour) and permits
- Laundry (excluding dry cleaning)
- Third party insurance cover
- Provision of all linen
- Cancellation insurance

Discount

For girls staying for more than one year, a 5% discount on Tuition & Boarding fees will apply.

Health and Accident Insurance

It is compulsory for all Surval students to be covered by the school's collective medical insurance policy. Dental fees are not covered except as a result of an accident, so a private insurance is required.

Personal Account

Students' personal expenses must be authorized and covered by parents. This account is managed by the Surval Montreux Accounting Department. Statements are emailed to parents on a termly basis.

The following is a description of possible charges which may be included within the Personal Account. If these expenses exceed the CHF 5'000.- personal account, the Finance Manager will advise the parents.

- Pocket Money – we recommend a maximum of CHF 150.- per week
- Individual academic, specialist and music lessons CHF 120.- a lesson
- External examinations (SAT, TOEFL, Cambridge fees)
- Fees for translation of reports or other documents CHF 120.- an hour
- Airport transfers CHF 360.- a trip
- Cooking Package (trousers, jacket, shoes) CHF 120.-
- Dentist fees
- Dry cleaning
- Travel visas
- Swiss permit
- Optional excursions within Switzerland Account details

Payment of Fees, Insurances and Extras

Payment should be made either by bank transfer to the school's account or by Western Union.

Bank: **PostFinance SA, Mingerstrasse 20, CH-3030 Bern Recipient: Surval Montreux, Route de Glion 56, CH-1820 Montreux** IBAN: **CH66 0900 0000 1494 1106 5** Swift/BIC: **POFICHBEXXX**

Payment may also be made by credit card at a 3% charge.

Please note:

Due Dates for payments areas follows:

Autumn term: Friday, 31 May 2019

Winter term: Friday, 15 November 2019

Spring term: Friday, 21 February 2020

All invoices must be paid in full.

In case of late enrolment, fees are due upon receipt of the invoice.

If the fees are not paid by the Due Date, the student will not be able to attend classes, activities, examinations or graduation.

Reports, diplomas, recommendations or grade sheets will not be released until all financial obligations are settled. Annual default interest of 10% is charged for any late payment, as well as a fee for issuing reminders (CHF 50.- for the second reminder, CHF 100.- for additional reminders).

Re-registration procedures for the following academic year

For all students registered in our Foundation Year, High School, IGCSE and A Level

- Parents who wish to withdraw their daughter from Surval for the following academic year should do so in writing no later than 1 April
- Surval will automatically renew enrolment and keep a place for students for whom no formal withdrawal has been submitted by 1 April
- If notice to withdraw is given after 1 April, the fee for first term for the next academic year is due

Cancellation/Withdrawal

Any withdrawal must be communicated by a signed letter to the Principal:

- Before the start of the school year in September (new students), notification must be given by 1 July 2019 or the fees for the first term are due. If the deadline is respected (before 1 July 2019), only the deposit of CHF 5'000.- will be retained
- To leave the school at the end of the Term 1 (December), notification must be given by 15 September 2019
- To leave the school at the end of the Term 2 (Easter), notification must be given by 1 December 2019
- To leave the school at the end of the Term 3 (June), notification must be given by 24 February 2020

If the deadline for notification is not respected, a full term's fees must be paid in lieu of notice.

If, for any reason, parents decide to withdraw their daughter from the school before the end of a term, no refund is due.

If, for any reason, a student is expelled from the school, no refund of fees is due.



APPLICATION FORM 2019-2020

STUDENT DETAILS

Full name as in passport _____
 First name to be used in school _____ Nationality _____
 Place of birth _____ Date of birth _____
 Passport number _____ Passport expiry date _____
 Email _____
 First language _____ Other languages _____

Programme applying for:

Foundation Year/Grade 8 (12+)
 High School
 Grade 9 Grade 10 Grade 11 Grade 12
 IGCSE (14+) A Levels (16+)
 Pre-university Liberal Arts (Surval Swiss Gap Experience)

PARENT/LEGAL GUARDIAN DETAILS

	Main Contact Father <input type="checkbox"/> Mother <input type="checkbox"/> Other <input type="checkbox"/> (please specify)	Second Contact Father <input type="checkbox"/> Mother <input type="checkbox"/> Other <input type="checkbox"/> (please specify)
Last name _____		
First name _____		
Email _____		
Skype _____		
Mailing address _____		
City _____		
Postal code _____		
Country _____		
Home phone _____		
Mobile phone _____		
Office phone _____		
Profession _____		
Person responsible for payments _____		





How did you hear about Surval Montreux?

Agent Internet search Social media Family connection Personal contact

Please specify exact source/name: _____

Agent (if applicable): _____

Has your daughter been to a Surval Summer Camp? No Yes/which year? _____

GENERAL INFORMATION

Name of current school: _____

Name of Principal: _____

Address and country: _____

Email: _____ Telephone number: _____

Years of attendance: _____

Does your daughter have any special educational need such as dyslexia or dyspraxia? Yes No

If yes, please include the report when you return the application form.

APPLICATION TERMS AND CONDITIONS

We confirm our agreement with the general and financial conditions set out in this document. By signing this document, we as parents (or legal guardians) agree to abide by these conditions and to respect the school rules and regulations.

We undertake to honour this contractual agreement even when our daughter reaches the legal age of adulthood and until she leaves the school. We understand that discovery of false or incomplete information may jeopardize our daughter's right to remain at the school.

We authorise Surval Montreux to undertake the necessary action to obtain a student residence permit for our daughter who guarantees to leave Switzerland at the end of her studies.

Parent 1

Name (in capital letters): _____

Relationship to candidate: _____

Signature: _____

Date: _____

Parent 2

Name (in capital letters): _____

Relationship to candidate: _____

Signature: _____

Date: _____



HEALTH QUESTIONNAIRE

Full name of student: _____

Height: _____ Weight: _____

Please answer **ALL** of the following questions. If you answer **YES** to any of the questions, please provide full details including dates, illness, severity and treatment using the space provided in question 17 or on a separate sheet of paper. Please make sure that the Health Questionnaire is signed and dated.

Information provided in the Health Questionnaire is shared with relevant staff when necessary. If you would like to discuss a medical issue in confidence please contact the Senior Housemistress.

Has your daughter ever suffered from:

Please tick

1. Persistent cough, asthma, bronchitis, tuberculosis, pleurisy, pneumonia or other condition which has affected the lungs? If asthma, please details (eg inhaler needed)	No	Yes
2. Any condition that has affected the heart or circulatory system?	No	Yes
3. Any other condition which has affected the stomach, intestine or liver?	No	Yes
4. Diabetes or any other similar disorder?	No	Yes
5. Rheumatism, arthritis or any other disorder of bones or joints including the spine?	No	Yes
6. Epilepsy, fainting attacks, fits or any other disease of the nervous system?	No	Yes
7. Any injury, paralysis, physical defect or deformity?	No	Yes
8. Any problems with eyes or ears?	No	Yes
9. Depression, anxiety state, nervous illness, eating disorder or physical illness?	No	Yes
10. Does your daughter have any known allergies including drugs and foods?	No	Yes
11. Are there any family illness / issues which might affect your daughter's health?	No	Yes
12. Does your daughter have any other illnesses not covered above?	No	Yes
13. Has your daughter consulted a specialist for any other reason?	No	Yes
14. Is she on any current medication? Please complete section 17.	No	Yes
15. Does your daughter have any special dietary needs? Please specify if yes:	No	Yes



16. Vaccinations

Please send copy of vaccination card if available. Tetanus vaccination should be up to date.

17. Details of any current condition, treatment and medication (if necessary, please continue on a separate sheet of paper). Please list prescribed medication with dosage and reason for taking.

Medicine: _____

Reason: _____

All medicines must be handed in on arrival to the Senior Housemistress. No girl is allowed to keep any medicine in her room, or give her medicine to another student. This is an essential safety regulation.

18. Treatment as an emergency patient

If your daughter requires emergency medical advice or treatment, do you give your permission for her to receive this?

No Yes

19. Declaration:

The information provided above is to my knowledge accurate and complete.

Name (in capital letters): _____

Relationship to candidate: _____

Signature:

Date:





PHOTOGRAPHY AND IMAGES CONSENT FORM

Name of student: _____

During your daughter’s time at Surval Montreux, we may wish to take photographs of activities that involve her. These include trips, activities, academic, cultural and sporting activities. The photographs may be used for displays, publications and the School website. This is invaluable to us and we hope all parents will agree to this kind of photography.

Professional photography or filming will only take place with the permission of the Principal and under appropriate supervision.

Photographs are taken of all staff and girls at the start of each academic year for use within the school community.

Before taking any photographs of your daughter, we need your permission. **Please answer the questions below, sign and date the form and return it to School.** You can ask to see images of your daughter held by the School and you may withdraw your consent at any time.

Please tick

	Yes	No
My daughter may have her photograph used in the School prospectus, DVDs and other printed publications that are produced for promotional purposes		
My daughter may have her image used on the School website		
My daughter may have her image used in other related websites including social media sites, for promotional purposes		
My daughter may be named in the photographic images as detailed above		

Name (in capital letters): _____

Relationship to candidate: _____

Signature:

Date:





INTERNET FORM

Name of student: _____

Any student wishing to use the Surval Montreux Computer and Internet access must agree to the following:

The School reserves the right to examine or destroy any files that may be held on its computer system or to monitor any Internet sites visited.

Students requesting Surval Montreux and Internet access should sign this copy of the Acceptable Use Policy and return it to the Registrar.

Parents / Guardians are requested to endorse their daughter's signature.

As a School user of the Internet, I agree to follow the School rules on its use. I will use the network in a responsible way and observe all the restrictions explained to me by the School. I understand that breaking any of these rules may lead to stopping access to the Internet or computer network (or both). I also understand that misuse of technology, both inside and outside School, which affects the welfare of members of the School community or the reputation of the School will be subject to disciplinary procedures.

Signature of student:

Date:

As the parent/guardian of the above-named student, I grant permission for my daughter to use electronic mail and the Internet in School. I understand that students will be held accountable for their own actions.

Name (in capital letters): _____

Relationship to candidate: _____

Signature:

Date:



SURVAL MONTREUX PERMISSION FORM

Full name of student: _____

At all times girls must carry a mobile phone, fully charged and give the number to the Head of Boarding before leaving.
Please indicate below if you agree or disagree to the following:

After School Outings – All ages

After school, girls may go down to Montreux or Vevey in small unsupervised groups, with their friends.
Monday to Friday 16.30 and 18.45

I agree / I do not agree that my daughter can go to Montreux or Vevey after school.

Signature: _____ Date: / /

Weekend outings – aged 15 and under

During weekends, girls aged 15 and under can go to Montreux or Vevey in small unsupervised groups, with their friends. They must return by the following times:

Saturday 09.00 – 18.45
Sunday 09.00 – 18.45

I agree / I do not agree that my daughter can be unsupervised during day trips organised by the school.

Signature: _____ Date: / /

Weekend Outings - aged 16 and over

During weekends, girls aged 16 and over can go to Geneva or the equivalent in small unsupervised groups, with their friends. They must return by the following times:

Friday 16.30 – 23.00
Saturday 09.00 – 23.00
Sunday 09.00 – 20.30

I agree / I do not agree that my daughter can go out without supervision on weekends

Signature: _____ Date: / /

Activities

After school and during the weekends, girls have the opportunity to participate in a range of activities organised by Surval Montreux. These activities may involve girls participating in small unsupervised groups, with their friends.

I agree / I do not agree that my daughter can participate unsupervised during school activities after school and at the weekends.

Signature: _____ Date: / /



INFORMATION ON OBTAINING A SWISS RESIDENCY PERMIT

(only applicable to students who register at Surval Montreux for more than 3 months)

No visa required for entry in Switzerland

For passport holders of the following countries

Andorra	Finland	Latvia	Portugal	Austria
France	Lichtenstein	Romania	Belgium	Germany
Lithuania	San Marino	Bulgaria	Greece	Luxembourg
Singapore	Colombia	Czech Republic	Holland	Malaysia
Slovenia	Cyprus	Hungary	Malta	Slovakia
Denmark	Iceland	Monaco	Spain	England
Ireland	Norway	Sweden	Estonia	Italy
New Zealand	Ukraine	Vatican	Fiji	Japan
Poland				

If your daughter holds a passport from one of these countries, she can travel freely in and out of Switzerland.

Surval Montreux will obtain your daughter's residency permit upon arrival at the school.

Visa required for entry in Switzerland

For students who are citizens of a country which is not listed above, a student visa for entry into Switzerland is required. As soon as the student has been accepted at Surval Montreux (please see admission procedure), parents must submit a visa request in their country of residence at the nearest Swiss Embassy/Consulate.

We ask all interested families to ensure that they are aware of the time in which it may take to apply for the visa.

The procedure is quite long and the whole process may take up to three months. We would, therefore, strongly recommend that you begin the process of obtaining a student visa for Switzerland as soon as possible.

Documents to be sent to Surval Montreux to start visa procedure:

- copy of passport (must be valid for at least 6 months after planned departure from Switzerland)
- Swiss Residence Permit form clearly filled in and signed by student
- payment of Application Fee + Deposit

Documents provided by Surval Montreux for your visa application

(These documents will be sent by email; should you wish to receive hard copies by post please contact the Admissions office)

- School attendance certificate
- SPOP visa file completed by Surval Montreux (this file includes the Swiss Residence Permit form)
- Invitation letter with proof of payment



Documents which you must provide for the Swiss Embassy or Consulate:

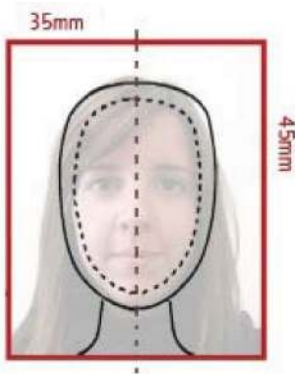
- 4 passport size photos (see details below)
- 3 visa request forms
- Passport and copy of passport (passport will not be left at the embassy)
- Proof of sufficient income (recent salary slip or bank statement from parents)
- All documents provided by Surval (paragraph above)
- Other documents may be required depending on the country of residence

Arrival in Switzerland

As soon as your daughter arrives in Switzerland, Surval Montreux will obtain a Swiss residency permit for her allowing travel within the Schengen area for one year.

Photo criteria:

- Photo format: 35 x 45mm
- The face should be in the middle of the photo, with the nose on the middle line at the centre of the photo, as shown below
- Both eyes must be open, at the same level and clearly visible (including if glasses are worn)
- The facial expression must be neutral with the mouth closed (smiling is permitted!)
- the photo must be taken against a plain white background and without any shadow



Additional information

Federal Department of Foreign Affairs (List of diplomatic and consular representations of Switzerland)
<http://www.eda.admin.ch/eda/en/home/reps.html>

Federal Office for Migration
<http://www.bfm.admin.ch/bfm/en/home.html>



INFORMATION REQUIRED FOR SWISS STUDENT RESIDENCE PERMIT

Family name and first name _____

Date of birth _____ Nationality _____

1. Please enclose a copy of your national passport. If you presently have, or have had in the past, a Swiss visa or a Schengen visa, please enclose a copy.

2. Have you previously held a Swiss student permit? (Please enclose copy) Yes No

Are you currently the holder of a Swiss student permit? (Please enclose copy) Yes No

If yes, please detail the type, in which canton and its duration?

3. Curriculum vitae

Name of Primary School _____

From _____ To _____

Name of High School (secondary) education _____

From _____ To _____

Students should provide the school with copies of all former school certificates obtained

4. Motivation

Please explain in a few words why you wish to study in Switzerland and your plans for the future:

Declaration:

I (family name and first name) _____ born on, _____

confirm that I will leave Switzerland at the end of my studies at Surval Montreux.

I (family name and first name) _____

hereby give Surval Montreux power of attorney to handle my file to obtain a Swiss student permit.

Signature:

Date:



SURVAL MONTREUX

For further information, please contact Surval Montreux

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