



**SURVAL MONTREUX**  
GIRLS' SCHOOL IN SWITZERLAND

## Admissions Information 2019–2020

Surval Montreux welcomes families to come and visit us to explore all that we offer.

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. If a visit is not possible, we will be happy to arrange a Skype meeting for you with our Principal, Mrs Woodhouse, who will be delighted to meet you and answer any questions you may have.

Having decided you would like to proceed in enrolling your daughter with Surval Montreux, next steps are as follows:

### APPLICATION

To apply for a place at Surval, please send us the following:

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

We ask at this stage that you also submit the following completed documents:

- Health Questionnaire (page 6–7)
- Permission Form (page 8–9)
- Swiss Residency Form (page 12)

### ENTRY ASSESSMENT: VISIT, INTERVIEW AND ENTRANCE TEST

On receipt of the opposite, 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, whichever suits you best.

### OFFER/ACCEPTANCE

If your daughter has performed well in our entry assessments, she will be offered a place in writing.

To accept your daughter's place at Surval Montreux and qualify for the visa process, we require 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.

# Fees and Financial Information

## TUITION AND BOARDING FEES

(Annual fees\*)

Foundation Year/Grade 8	CHF 78'000.-
Grade 9 upwards	CHF 87'000.-

\*Please contact us about our termly fees

## 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.-

Tuition and Boarding fees cover the following:

- Class tuition
- 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)
- Use of facilities, library and access to the Internet
- Accommodation and all meals
- Laundry (excluding dry cleaning)
- Provision of all linen
- Residence tax (taxe de séjour) and permits
- Third party insurance cover
- Cancellation insurance

## DISCOUNT

For girls staying for more than one year, a 5% discount on Tuition and 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 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 parents.

- External examination fees (SAT, TOEFL, Cambridge)
- Pocket Money (recommended maximum) CHF 150.- per week
- Individual academic, specialist and music lessons CHF 120.- a lesson
- 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

## 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.

## Financial Terms and Conditions

Please note due dates for payments are as follows:

**Autumn Term:** 31 May 2019

**Winter Term:** 15 November 2019

**Spring Term:** 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 the first term of 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:
  - Term 1 (December):** notification must be given by 15 September 2019
  - Term 2 (Easter):** notification must be given by 1 December 2019
  - 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.

## TERM DATES

### Autumn Term 2019

29 August – 13 December 2019 (13 weeks)

**Half Term:** 12 – 27 October 2019 (School closed)

### Winter Term 2020

5 January – 9 April 2020 (13 weeks)

**Ski Week:** 25 January – 1 February 2020

### Spring Term 2020

26 April – 17 June 2020 (8 weeks)

**Graduation:** 16 June 2020

### Surval Summer Camp 2019

23 June – 2 August 2019

### Surval Summer Camp 2020

21 June – 1 August 2020

# Survall Montreux Application Form

## STUDENT DETAILS

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

### PROGRAMME BEING APPLIED FOR

Foundation Year/Grade 8 (age 12+)  High School Grade 9  10  11  12   
IGCSE (age 14+)  A Levels (age 16+)  Surval Swiss Gap Experience (age 17–19)   
Term \_\_\_\_\_ 20 \_\_\_\_\_

### PLANNED PROGRAMME DURATION

6 months  1 year  2 years  All academic programme years

## PARENT/LEGAL GUARDIAN DETAILS

### MAIN CONTACT

Father  Mother   
Other (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 \_\_\_\_\_

### SECOND CONTACT

Father  Mother   
Other (please specify)  \_\_\_\_\_  
Last name \_\_\_\_\_  
First name \_\_\_\_\_  
Email \_\_\_\_\_  
Skype \_\_\_\_\_  
Mailing address \_\_\_\_\_  
City \_\_\_\_\_  
Postal code \_\_\_\_\_  
Country \_\_\_\_\_  
Home phone \_\_\_\_\_  
Mobile phone \_\_\_\_\_  
Office phone \_\_\_\_\_  
Profession \_\_\_\_\_

## 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 below, we as parents (or legal guardians) agree to abide by these conditions and to respect the School's 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 ONE

Name (in capital letters)  
\_\_\_\_\_

Relationship to candidate  
\_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

### PARENT TWO

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

## VACCINATIONS

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

## DETAILS OF ANY CURRENT CONDITION, TREATMENT AND MEDICATION

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

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.

## TREATMENT AS AN EMERGENCY PATIENT

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

Yes  No

## DECLARATION

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

Name (in capital letters) \_\_\_\_\_

Relationship to candidate \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

# Permissions Form

Full name of student \_\_\_\_\_

Please answer the questions below, sign and date the form and return it to School.

## PHOTOGRAPHY AND IMAGES CONSENT

During your daughter's time at Surval Montreux, we may wish to take photographs of activities that involve her. These include trips, academic, cultural and sporting activities. The photographs may be used for displays, publications and the School website.

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. You can ask to see images of your daughter held by the School and you may withdraw your consent at any time.

	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.		

## INTERNET ACCEPTABLE USE

Any student wishing to use the Surval Montreux Computer and Internet access must agree to the following and should sign in agreement below. 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.

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.

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 of student \_\_\_\_\_

Signature of student \_\_\_\_\_ Date \_\_\_\_\_

Parent name (in capital letters) \_\_\_\_\_

Relationship to candidate \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

## OUTINGS PERMISSION

At all times girls must carry a mobile phone, fully charged and give the number to the Head of Boarding before leaving the School building.

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. Monday to Friday 16.30–18.45

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

### WEEKEND OUTINGS – AGED 15 AND UNDER

During weekends, girls aged 15 and under can go to Montreux or Vevey in small unsupervised groups. They must return by the following time: Saturday and Sunday 18.45

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

### WEEKEND OUTINGS – AGED 16 AND OVER

During weekends, girls aged 16 and over can go to Geneva or the equivalent in small unsupervised groups. They must return by the following times: Friday and Saturday 23.00, Sunday 20.30

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

### 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.

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

Parent name (in capital letters) \_\_\_\_\_

Relationship to candidate \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_



# Information on Obtaining a Swiss Residency Permit

Only applicable to students who register at Surval Montreux for more than three month's study.

No visa is required for entry in Switzerland for passport holders of the following countries. Students who hold a passport from one of these countries can travel freely in and out of Switzerland.

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

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

## APPLYING FOR A STUDENT VISA 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, parents must submit a visa request in their country of residence at the nearest Swiss Embassy/Consulate.

Please be aware that the visa application procedure may take up to three months. We would, therefore, strongly recommend that you begin the process as soon as possible.

### Documents to be sent to Surval Montreux to start visa application process:

- Copy of passport (must be valid for at least six months after planned departure from Switzerland)
- Swiss Residence Permit form clearly filled in and signed by student (page 12)
- Payment of Application Fee and Acceptance Deposit

### Documents provided by Surval Montreux for your visa application:

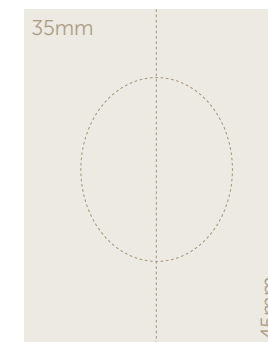
- School attendance certificate
- SPOP visa file completed by Surval Montreux (this file includes the Swiss Residence Permit form)
- Invitation letter with proof of payment

Please be advised that these documents will be sent by email; should you wish to receive hard copies by post please contact Surval Admissions.

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

- Four passport size photos
- Three 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 (see above)
- Other documents may be required depending on the country of residence

## 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 across
- 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

## 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.

## ADDITIONAL INFORMATION

Federal Department of Foreign Affairs (List of diplomatic and consular representations of Switzerland)

[www.eda.admin.ch/eda/en/home/repr.html](http://www.eda.admin.ch/eda/en/home/repr.html)

Federal Office for Migration [www.bfm.admin.ch/bfm/en/home.html](http://www.bfm.admin.ch/bfm/en/home.html)

## INFORMATION REQUIRED FOR SWISS STUDENT RESIDENCY PERMIT

Family name and first name \_\_\_\_\_

Date of birth \_\_\_\_\_ Nationality \_\_\_\_\_

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.

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? \_\_\_\_\_

---

---

---

## 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.

## 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 \_\_\_\_\_