

# Enrolment Regulations School Fee Overview

The Enrolment Regulations comprise basic guidelines for a students' (to facilitate reading, only masculine personal references are used hereafter; any such references are, however, always understood to include the corresponding female form as well) entry to, stay at and leave from Institut Montana Zugerberg (hereafter the "school").

All prices are in Swiss Francs (CHF)

Zugerberg, March 2018

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## 1. General Regulations of Enrolment

### 1.1. Admissions Process

The school generally accepts boys and girls from ages 10 to 19 years as boarding students. Boys and girls from ages 6 to 10 years enter the school as day students. Given sufficient capacity in the relevant grades, boys and girls from ages 10 to 19 years can also be accepted as day students. Admission to the school complies with the Swiss and international standards of the school's educational programmes and fosters the diversity of the student body.

The admissions process shall ensure that students can meet academic and personal requirements. Students shall benefit from their entry into the school's community, which fosters an exchange between Swiss and international cultures. (Original) school reports for the previous two school years must be provided. Apart from a personal interview and "taster days" the school will administer admission tests and can ask for references from previous schools. On the basis of the admission process, the school reserves the right to define special requirements for an admission or decline the admission. The admission into a graduating class of one of the educational programmes, or the admission to the school for less than one school year is only possible for extraordinary circumstances and with the approval of the Director.

For an admission as a day student, the family is required to prove that their main and official residence is in the Canton of Zug. For extraordinary circumstances and with the prior approval of the Director, students, whose families have an official residence in the cantons adjacent to Zug can be admitted as day students. The commute to school for a day student must not exceed one hour, assuming travel by public transport (according to the SBB website, residence address - Station Zugerberg). Otherwise, students can only be accepted as boarding students.

### 1.2. Conclusion and Confirmation of the Admissions

Admission to the school is concluded with the submission of an enrolment form signed by the family and the school, the receipt of the documents required by the school (completed enrolment form, passport copy, report cards of the two previous school years and, if necessary, a translation and explanation of the grading system), as well as the payment of the initial admission fees (see 2.1). For an admission as a day student, an official proof of residence is also required with the admission documents.

Signing the enrolment form, parents and students accept the current enrolment regulations, the current school rules, as well as programme-specific rules and guidelines (e.g. promotion rules). These documents are always in their most current version on the school's website.

### 1.3. Regulations for the Students' Entry to the School

Students enter the school generally at the start of a new school year or semester. Exceptionally, entry during the school year can be possible. For entry into the school a student with nationality other than Swiss requires a valid visa to enter Switzerland and must obtain a residence permit. This visa application can be initiated once enrolment is confirmed. Furthermore, the parents are obliged to take out the following insurances for the student:

- Health and Accident Insurance: Mandatory for all students in Switzerland. Foreign students without the necessary insurance must take out insurance under the collective agreement of the school.
- Private Liability Insurance

A probation period of eight weeks applies for all students that enter the school. Should the school obtain new information during this period that renders the academic or social integration of the student implausible, the school reserves the right to terminate the school contract with immediate effect. For any information that was withheld during the admissions process, the school reserves this right also beyond the probation period. In this case, all school- and boarding fees concerning the current semester will be charged and cannot be refunded.



The school year comprises 36 weeks of school and starts at the end of August (a deviation of one week might apply in extraordinary cases). The school year is divided in two semesters. Throughout the school year, the following holidays apply, during which the students leave the campus:

- Autumn Break (one week during October); voluntary offer of a cultural trip for the students
- Winter Break (three weeks in December/January)
- Winter Sports Break (one week in February); voluntary offer of a snow sports trip for the students
- Easter Break (three weeks in March/April/May)
- Summer Break (eight weeks in July/August)

The exact holiday dates will be published one year in advance on the school's website. These dates have to be considered in arranging the arrival and departure of students. According to the school rules, an arrival or departure at different dates is only possible with the school's prior approval. Additional costs, e.g. for missed exams, due to early departure or late arrival can apply.

## 2. School Fee Overview

### 2.1. Admission Fees

To complete the admission process, the following one-time admission fees have to be paid in order to confirm the enrolment of the student at the school:

- **Enrolment Fee:** ..... CHF 1'500.-
- **Contribution to the Infrastructure Development Fund ("Capital Fund"):** ..... CHF 2'000.-

The admission fees (enrolment fee, contribution to the infrastructure development fund) will be invoiced and are due with the enrolment confirmation. There is no refund of these fees, also in the case of a termination of the school contract during the probation period.

The visa application for a student to enter Switzerland, as well as the residence permit, can only be requested after the full admission fees have been received to confirm the enrolment. Until the full admission fees have been received, the school reserves the right to reverse the enrolment and offer the student's space to other applicants.

### 2.2. Deposit and Personal Account

Before a student's entry into the school, the family has to pay a **deposit**, which will be refunded after the regular leave of the student from school. This deposit is as follows:

- **Boarding Student:** ..... CHF 5'000.-
- **Day Student:**..... CHF 3'000.-

For every student, the school opens a **personal account**, which facilitates the invoicing of monthly expenses. Before a student's entry into the school, the personal account has to be charged with an amount of:

- **Boarding Student:** .....at least CHF 5'000.-
- **Day Student:**.....at least CHF 1'000.-

Ongoing expenses will be invoiced monthly and charged to the personal account of the student. With the expiration of a personal account balance, an invoice to recharge the account will be sent. This invoice to recharge the personal account, as well as other invoices that are not covered through the personal account, are to be paid in compliance with the general terms of payment.

Families with an official residence in Switzerland can request the monthly payment of expenses. With the approval of the Director, these families do not have to charge the personal account. The invoices for monthly expenses are to be paid upon issue date.



After the student leaves the school, the personal account and deposit are balanced. Any remaining credit of the parents will be refunded, and credit due to the school must be paid before the final student report card can be issued.

### 2.3. School Fees Overview – Boarding Students

Fees	Educational Programme			
	Bilingual Elementary School (BE)	Swiss Gymnasium (SG)	International School (IS)	Bilingual Secondary School Programme (BSS)
<b>Tuition Fees</b> per school year  including:	Grades 5-6      59'900.-  Accommodation in a double room, supervision and full board (five meals per day), class instructions for all mandatory subjects, elective subjects according to offer, Study Hall supervision during the school day, use of Media Centre, use of internet and cost for copying (up to CHF 50.-), supervision during study time (four afternoons) during the school week, on-campus care during short-term illnesses, participation in the activities programme, use of the sports facilities.	59'900.-	61'900.-	59'900.-
<b>Additional Fees</b> per school year  Programme specific:	Public Transport Pass (except for valid Swiss GA travel card)* ..... appr. 370.-			
			IGCSE Programme Fee Grade 9-10      1'500.- IB Programme Fee Grades 11-12    5'000.-	
<b>Optional Fees</b> per semester  Programme specific:	Single Room Surcharge ..... 8'000.- Laundry (excl. dry cleaning) ..... 950.- Fees for Individual Support Programmes ..... see 2.5 Individual Music Lessons ..... 1'620.-			
	DAZ/EAL Intensive Programme      2'500.- Mathematics Option (Grades 5-6)      2'500.-		EAL-Programme** 2'500.- 7th IB Diploma Subject SL 2'000.-; HL 3'000.-	
<b>Expenses</b> monthly	Expenses will be invoiced on an effective basis and comprise cost for: School books and -materials, purchases at the kiosk or nursery, fees for external exams and diplomas (e.g. IGCSE, IBDP, Goethe certificates, see 2.6), fees for university applications, school trips and excursions, school uniforms, cost for copying (above CHF 50.-), pocket money, taxi transfers to the airport, railway tickets, transport and chaperonage for external medical appointments, administrative costs (e.g. residence permit, insurances***), personal expenses (i.e. mobile phone contract), damages and extraordinary costs in accordance with the school rules.			

\* Charged as per the official prices of the Zuger Verkehrsbetriebe (ZVB).

\*\* EAL students participate in a special language acquisition course at different levels. Furthermore, they have access to the EAL Support Centre and a variety of weekly support measures in small groups (e.g. writing, presentation skills, vocabulary training). Further individual support, such as "in-class assistance" is charged at regular fees for individual support programmes (see 2.5).

\*\*\* According to official premiums of the insurance. The premium of the health insurance up to age of 18 years is approx. 120.- CHF per month. In the calendar year in which the student is 19 years, the premium increases to approx. 420 CHF per month.



## 2.4. School Fee Overview – Day Students

Fees	Educational Programme			
	Bilingual Elementary School (BE)	Swiss Gymnasium (SG)	International School (IS)	Bilingual Secondary School Programme (BSS)
<b>Tuition Fees</b> per school year	Grades 1-4 27'700.- Grades 5-6 29'200.-	29'200.-	31'200.-	29'200.-
including:	Class instructions for all mandatory subjects, elective subjects according to offer, Study Hall supervision during the school day, use of Media Centre, use of internet and cost for copying (up to CHF 50.-), participation in the afternoon activities programme during school weeks.			
<b>Additional Fees</b> per school year	Meals (Cocoa Break, Lunch and Tea Break) ..... 2'200.- Public Transport Pass (except for valid Swiss GA travel card)* ..... appr. 370.-			
Programme specific:			IGCSE Programme Fee Grade 9-10 1'500.- IB Programme Fee Grades 11-12 5'000.-	
<b>Optional Fees</b> per semester	Fees for Individual Support Programmes ..... see 2.5 Extern Studium (from grade 7) ..... one afternoon 500.-; two afternoons 900.-; three afternoons 1'200.- Individual Music Lessons ..... 1'620.- Busservice Ägeri (limited spaces available) ..... 600.- Temporary Boarding Stay*** (double, incl. Studium and Meals) ..... per night 150.-; per weekend 400.-			
Programme specific:	DAZ/EAL Intensive Programme 2'500.- Mathematics Option (Grades 5-6) 2'500.-		EAL-Programme** 2'500.- 7th IB Diploma Subject SL 2'000.-; HL 3'000.-	
<b>Expenses</b> monthly	Expenses will be invoiced on an effective basis and comprise cost for: School books and -materials, purchases at the kiosk or nursery, fees for external exams and diplomas (e.g. IGCSE, IBDP, Goethe certificates, see 2.6), fees for university applications, school trips and excursions, school uniforms, cost for copying (above CHF 50.-), personal expenses, damages and extraordinary cost in accordance with the school rules.			

\* Charged as per the official prices of the Zuger Verkehrsbetriebe (ZVB).

\*\* EAL students participate in a special language acquisition course at different levels. Furthermore, they have access to the EAL Support Centre and a variety of weekly support measures in small groups (e.g. vocabulary training). Further individual support, such as “in-class assistance” is charged at regular fees for individual support programmes (see 2.5).

\*\*\* Day students are allowed a maximum stay in boarding of 20 nights per semester. If the amount of nights is exceeded the students will be required to pay the fees for boarding students. For a temporary stay in boarding the according expenses (see 2.3) apply. The temporary stay in boarding on the weekend starts on Friday evening and ends on Sunday evening.



## 2.5. Fees for Individual Support Programmes

The school offers a variety of individual support programmes to support the students on their individual educational path (please refer to the brochure “Offers for Learning and Individual Support”). The fees for the individual support programmes are mentioned below. If not mentioned differently, the fees relate to “periods”, with one period being 40 minutes of instruction. To ensure a lasting effect of support measures, these will be organized generally for the duration of one semester, unless clearly agreed for a different amount of time.

### Subject Tuition

- Individual Tuition ..... 80.-
- Group Tuition (two to four students) ..... 50.-
- Individual Tuition by a student (if available) ..... 65.-

### Course-accompanying Tutorials (five to eight students)

- Short Tutorial (five lessons) ..... 180.-
- Semester Tutorial (per semester) ..... 500.-

### Individual Learning Support and Coaching

- Learning Support or Coaching with qualified internal Coach ..... 120.-
- Learning Support or Coaching with qualified external Coach (incl. trip to Zugerberg) ..... 140.-

### Intensive Language Courses and other Private Courses

Intensive language courses (fast-track) for German (Goethe preparation), English (Cambridge preparation) as well as French (DELF/DALF preparation) are offered on a per semester basis and for the following fees. These fees will also be applied to private courses in other subjects (e.g. electives that are not being offered by the school).

- Group Intensive Course (one to four students, per semester, three weekly lessons + self-study) ..... 4'500.-

### College Counselling

College Counselling supports the student’s applications at international colleges and universities. The college counselling department is open to the whole school, but is most important to support students of the International School throughout grades 10-12. For those students, College Counselling charges of the following amount are included in the IB/IGCSE programme tuition fees (College Counselling comprises all time spent for meetings with the individual students and parents, as well as preparation and follow-up for those meetings, and inquiries related to possible university applications or evaluating the feasibility of admissions):

- International School - Grade 10 (incl. COA-Testing and IB Subject Choice Consultation) ..... six lessons
- International School - Grades 11-12 ..... 12 lessons

Furthermore, the following College Counselling services are included in the tuition fees for students in grades 10-12 of the International School:

- Official Transcript (Grades 9-12)
- Up to three recommendation letters to support university applications issued by subject teachers, school leadership or College Counsellor.

For students that are enrolled in other grades or programmes, as well as College Counselling services for students in the International School beyond the time that is included in the tuition fees, College Counselling services will be charged on a per period basis:

- College Counselling ..... 120.-



## 2.6. Exam Fees

Fees for exams and diploma of language courses (IELTS, TOEFL, Goethe Diploma, DELF/DALF-Certificate, Cambridge English Certificate) as well as external exams for online courses, or preparatory courses for university applications (e.g. APs, SAT, etc.) will be invoiced to the students according to the fees of the external exam provider.

For final exams and the awarding of the final diploma, specific fees will be invoiced to the students, who are taking these exams. External exam and handling fees will be passed on to the students.

### Final Exams – Swiss Gymnasium

- Internal Matura Exam Fee (mono-/bilingual)..... 400.-
- Bilingual Matura – IB Certificate (English Language A - Literature & Language, external fee).....ca. 500.-

### Final Exams – International School (IGCSE/IBDP/HSD)

- IGCSE Exams (Grade 10, external fee according to subject choices) ..... ca. 400-600.-
- IB Diploma Exams (Grade 12, external fee according to subject choices) .....ca. 1'000-1'500.-
- Internal High School Diploma Fee (Grade 12)..... 400.-

## 3. Further Regulations for the Stay at the School

### 3.1. Mode and Term of Payment

School and boarding fees are to be paid per semester and with the following terms:

- Semester 1: Payment until 1 August before the start of the school year
- Semester 2: Payment until 1 January during the school year

Expenses are invoiced on a monthly basis (see 2.2).

All payments to the school are to be conducted through the following bank account. Cash payments are not accepted.

Institut Montana Zugerberg, Schönfels 5, 6300 Zug, Switzerland

#### Zuger Kantonalbank, CH-6301 Zug:

Konto: 04-720.377-03

SWIFT Code: KBZGCH22

IBAN: CH32 0078 7000 4720 3770 3

### 3.2. Changes to School Fees

School and boarding fees can be adjusted for a subsequent school year. The school will announce an adjustment by the end of March before the start of the subsequent school year.

The adjusted school fees also apply for students who are newly admitted to the school for this school year.

### 3.3. Cantonal Subsidies

Families with an official residence in the Canton of Zug receive a subsidy from the Canton for their child attending the school throughout grades 1-9. According to the official regulations and laws for schools in Zug, 50% of this subsidy will be credited to the parents. This amount is credited to the student's personal account at the end of the school year.

### 3.4. Changing from a Boarding Student to a Day Student

A change from being a boarding student to being a day student requires the prior approval of the Director. Inquiries will be assessed in accordance to the criteria for being a day student as well as the student's grades. If the



inquiry is approved, the change from boarding student to day student is possible by the end of a semester.

### 3.5. Deadline for Withdrawal, Leave, Temporary Leave and Expulsion

A student can leave school generally at the end of a semester. For an orderly leave of the student, the parents or guardians have to formally inform the Director in writing (registered mail) about the withdrawal at the latest by 30 November (leave by the end of Semester 1) or 30 April (leave by the end of Semester 2).

For a long-term but temporary absence of a student, due to time-out, illness, accident or other reasons, the space of the student remains reserved. Therefore, there is no right to claim a refund of school fees in this case.

The school reserves the right to expel a student if the school was withheld pertinent information about the student throughout the admissions process, and this information might have prevented the enrolment of the student. This applies especially for information related to the health of the student, special educational needs or information about the student's previous education.

For repeated or severe infringements of the school rules (especially mobbing, alcohol or drug abuse), the school reserves the right to temporarily suspend or immediately expel a student from school. The school rules define the daily application of disciplinary measures at school.

For a belated withdrawal or extraordinary leave (expulsion or other reasons) school and boarding fees will not be refunded or the school reserves the right to charge an administration fee of CHF 3'500.-. Any fees for ongoing individual support programmes are generally not refunded.

### 3.6. Changes to Rules and Regulations

The school reserves the right to adjust these enrolment regulations as well as the existing school rules and other programme-specific guidelines at any time. The current version of these regulations, rules and guidelines, which are published on the school's website, apply.

### 3.7. Place of Jurisdiction

The school contract is subject to Swiss Law. The place of jurisdiction is Zug.

The school reserves the right to prosecute the parents or legal guardians of a student at the place of residence.