



INSTITUT  
**MONTANA** – My Place to Grow®  
ZUGERBERG



**SUMMER  
SESSIONS**

## Information Package 2024

 **CAMBRIDGE**  
International Examinations  
Cambridge International School



WE ARE A  
**CIS**  
ACCREDITED  
SCHOOL

Maturitätsausweise durch  
den Kanton Zug anerkannt

Zugerberg, 2023

**Institut Montana  
Zugerberg AG**

6300 Zug, Switzerland  
Tel +41 (0)41 729 11 77  
Fax +41 (0)41 729 11 78  
info@montana-zug.ch  
www.montana-zug.ch



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## 1. Summer Sessions

### 1.1. Dates & Prices

Please check our website for the most up to date information.

Students have the possibility to participate in our two-week session or the full three-week session. Sessions usually take place during July and August. We work on a rolling admission, this means that there is no official deadline, however, we recommend registering as soon as possible to reserve a place.

Sessions	Length	Boarding Student	Day Student
Session 2	2 weeks	5,800 CHF	3,500 CHF

\*An additional deposit of 1,000 CHF must be paid upon registration to reserve a place

The deposit will be refunded in September as long as the Cancellation and Refund Policy is met (see §6. Contractual and Financial Conditions).

What is included?	Boarding Student	Day Student
Group transfer to and from Zurich Airport	X	no
Supervision	24/7	Weekdays 8 am – 6 pm
Accommodation	Double room with lockable closet and a small fridge. Lake or mountain view. Shared restrooms with individual lockable changing and shower cubicles.	Shared changing room.
Laundry Service	X	no
Meals	Breakfast, lunch, dinner and two snack breaks.	Mon-Fri. Lunch and two snack breaks.
Language Courses (German or English), Sports & Competitions, Themed Activities & Workshops, Weekly Excursions	X	X
Dinner & Cultural Nights	X	no
Weekend Excursions	X	Depending on availability upon request and for an additional fee.
Farewell Ceremony & Final Performance	X	X



## 1.2. Early Bird

Early registrations receive a discount off the regular price. Registrations must be received before the early bird deadline: 31 January. To cancel an early bird registration, our general terms apply (see §6. Contractual and Financial Conditions).

## 2. Registration

### 2.1. Registration process

Register your child online at: <https://www.montana-zug.ch/en/summer-school/student-registration>

Upon payment of the deposit, you will be asked to provide the following documents: About Me Form; Health Form and Passport Copy.

**Institut Montana reserves the right not to admit a student and return the paid deposit.** Important: places are limited and can only be guaranteed when the total amount has been received by the school.

### 2.2. Permits and Visa Applications

No permit or authorisation is required for students who are nationals from an 'EU-25' country or EFTA state (Austria, Belgium, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Great Britain, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, the Netherlands, Slovenia, Slovakia, Spain, Sweden, Poland or Portugal) for stays of up to three months within a six-month period.

If you are not an EU/EFTA citizen, certain nationalities will require a visa to enter Switzerland. We may not obtain visas on a student's behalf but where a Swiss visa is required, our administration is happy to advise. General information about the entry and visa application, in particular the visa requirements, can be found on the Swiss Federal Immigration Office website at [www.sem.admin.ch](http://www.sem.admin.ch)

Please keep in mind that even though visa applications are generally handled very fast, the time needed for a visa request to be processed may vary from case to case. It is therefore strongly recommended to take the necessary steps well in advance and check the visa processing time with your local Swiss Embassy so that the visa can be issued in the time required.

The visa procedure can only be started once the full fees for the summer session have been received (see § 1.3 Regulations for entry into the school).

### 2.3. Terms of Payment

A deposit of 1,000 CHF should be paid upon registration in order to reserve a place in our summer sessions. The deposit is additional to the amount of the stay and will be refunded at the end of the summer sessions as long as our Cancellation/Refund Policy is met.

The deposit paid by credit card shall be refunded deducting service charges in September. Upon payment of the deposit, our administration will send a confirmation and an invoice. The invoice should be settled within the agreed time. Places are limited and can only be guaranteed when the total amount has been received by the school. Please note that the visa procedure can also only be started once the full fees have been received. If an application is completed less than two months before the commencement date, full payment should be made upon registration.

Fees should be paid and accredited in Swiss Francs (CHF).



## 2.4. Cancellation and Refund Policy

In the event of a cancellation, the paid deposit of 1,000 CHF will not be refunded and will be retained.

Cancellation must be done in writing. A refund of the fees which have already been paid can only be considered in exceptional cases. No refunds will be made after the course has started.

Due to high demand and the limited number of spaces available, if a child does not show up on the first day of camp without prior notification by the parents, the place will be re-allocated, even if a full payment has been made. In this case, no refund will be made.

If a child leaves our programme early due to accident, illness, homesickness, other activities to attend, or at a student's or parent's request, there will be no refunds or prorated fees.

In case of expulsion, no refund will be made, and the paid deposit of 1,000 CHF will be retained to cover any additional costs incurred, such as an escort fee. Expenses exceeding the deposit amount will have to be paid by the parents (see §7. Rules & Conducts).

## 3. At the Summer Camp

During our summer sessions, you can reach our main office for all your queries every morning from 09:00 to 16:00 (Monday to Friday) by phone at +41 (0)41 729 11 77.

Direct contact information of our summer sessions team will be communicated to all registered students in advance. Wireless internet (Wi-Fi) access is available in the main areas of our campus.

### 3.1. Facilities

**Classrooms:** Language courses are held in very small classes, this way, all students get an individualised and personalised approach to learning.

**Dining Hall:** Our beautiful dining hall is situated in the main building. It is part of our tradition that our students dine together with faculty and boarding staff.

**Bedrooms:** In our boarding house, you will share your room with another student to further practice your language skills in German or English and get to know a new culture from a personal perspective. All rooms are furnished with a bed, desk, cupboard, shelves, office chair, a lockable closet and a small fridge.



Our large, 60-acre campus extends over the picturesque setting of Zugerberg Mountain, right above the city of Zug. School life takes place around four main buildings, which all have dormitories, classrooms and offices. Our grounds also include a gym, fitness rooms, as well as various other extracurricular facilities, such as a natural grass football pitch, four tennis courts, beach volleyball and basketball courts.



### 3.2. Meals

At breakfast, we serve a continental breakfast with several choices of meat, cheese, cereals, fruit, jams and yogurts. Lunch is a sit down, three-course menu and dinner is a simple dish accompanied by soup or salad bar. Meat, fish, or other good sources of protein are served along with other foods such as potatoes, pasta and rice, which are an important part of a healthy diet. Fresh fruit, tea and our very own spring water from the mountain are available throughout the day. Our regular meals include cocoa and afternoon tea breaks, in order to give students energy throughout the day.

Unfortunately, we cannot accommodate all children's dislikes, but we do make it a priority to meet many dietary needs and requirements, for example vegetarian, allergies or religious requirements. We are happy to discuss any special requirement a student might have.

If your child does have a food allergy or a particular dietary need, please complete the relevant section in the application form. Include a copy of the general practitioner's prescription along with any specific instructions. Additional charges may apply for food needed to accommodate a certain diet.

### 3.3. Laundry Service

Laundry service is offered to all boarding students of our summer sessions at the end of the first week. Clothes are returned after two days. **Please make sure your child's name is properly written on each item, otherwise, a fee of 50 CHF will be applied and deducted from the deposit.** For participants staying for three weeks, we offer an additional laundry service between sessions. We do not accept any responsibility for lost or damaged clothes, school materials or personal items. Bed linens and towels are provided in the dorm rooms and changed weekly.

## 4. Health Care

### 4.1. Home Sickness

Homesickness is a normal reaction when separated from a familiar environment. It is not unusual for a child to miss the comfort and security of their home. Our experienced and trained supervisors and teachers do their very best to make sure that children integrate into our camp, make friends and have a great experience. Experiencing homesickness is one of the benefits of a summer camp stay because students learn to develop different support systems away from home. We work with parents to help manage this process.

### 4.2. Medical Assistance

For minor injuries or illnesses, our medically trained staff will be available on campus round-the-clock. In serious cases, we will take the child to the cantonal hospital of Zug. Please make sure you provide our boarding staff with all information on medical requirements, medicines and detailed written instructions for their administration.

### 4.3. Insurance Coverage

Our summer sessions do not offer any insurance coverage. Parents or guardians are responsible for taking out suitable health and accident insurance as well as third party liability coverage for the period of their child's stay at our school, including their travelling time to and from our campus. It is compulsory for your child to bring their insurance card for any medical treatment necessary during their stay with us. Please note that medical bills might have to be paid in cash or with credit card in which case, you will be informed. If we anticipate any financial payment, it will be deducted from your deposit.



## 5. Photography and Videography

### 5.1. General Information

Our summer sessions are filled with events, excursions and valuable experiences that are an integral part of life that we would like to remember and share with you and your children. To capture these wonderful moments, we arrange professionals who join the team to take photos and testimonials of our students. For our students to have a lasting memory of our summer sessions, we plan to compile a photobook with pictures of all the activities on- and off campus. The pictures and videos taken during our summer sessions may also be used for promotional material, namely our website, brochures, social media channels and school displays.

We aim to have parental permission for children to be included in these photographs. With a big group of children, it is quite difficult to exclude individuals from group shots being taken of events such as excursions, team sports and other activities. Children like to be included and families enjoy seeing their children's published photos. When we use these photos, no other information is included that would identify the child. Full names are not published unless specific parental permission is obtained.

We seek your help in making our effort of taking and using photographs manageable. We ask every parent to complete a photography consent form at the beginning of our summer sessions. Children for whom we don't receive permission will be listed and excluded from photos taken during our summer sessions. If there is an issue which makes giving permission more difficult for you, please feel free to talk to us so that we can perhaps arrive at a solution which works for you and the school. Your consent to the non-remunerated use of audio and photographic recordings of your child would be most sincerely appreciated as well as the awareness that there is a possibility of photographs getting into the possession of others on publication on social networks without any involvement of Institut Montana Zugerberg.

## 6. Rule of Conduct

### 6.1. Conditions of Acceptance

There will be girls and boys aged 10 to 15 from different parts of the world taking part in our summer sessions. We encourage every individual at Institut Montana Zugerberg to adhere to their cultural and national identity and heritage, and yet to value the interests and rules of the community as highly as individual interests.

During our summer sessions, student behaviour must meet our expectations. Our school values honesty, politeness, and civility. Negative behaviour, bullying and dishonesty are not tolerated. We expect our students to treat others with respect regardless of social position, nationality, and colour; that they respect other's possessions, the campus, its infrastructure and of course, our local community.

Therefore, our school reserves the right to send home any student whose behaviour is not compatible with our school rules and values.

- Civil behaviour is always expected.
- Smoking is prohibited at our summer sessions. It is against the law for people under 16 to purchase or smoke cigarettes. <sup>[1]</sup><sub>SEP</sub>
- The possession or consumption of drugs is strictly forbidden. <sup>[1]</sup><sub>SEP</sub>
- The consumption or possession of alcohol is strictly forbidden. It is against the law for people under 18 to purchase or consume alcohol.
- Boys are not allowed in girls' rooms and vice versa. Friends can meet in the common school areas.
- Students may not leave campus before having requested and received permission.
- Minors are not allowed to leave campus unsupervised.

As a general rule, the students of our summer sessions should stay on campus. A special programme is planned for the weekend during which the students will be accompanied at all times by their supervisors and boarding



house staff. For special reasons and upon parent's request, students can be allowed to visit the town but only with the prior permission of the supervisors.

#### **Electronic Equipment (Laptop, Mobile Phones, Tablets)**

Although electronic equipment is allowed, its use is controlled throughout the programme and there will be periods during the day when the students will not be permitted to have or use their mobile phones, laptops and tablets. Mobile phones and tablets are not allowed: in the classroom (unless for a particular project); in the dining hall; during activities and after bedtime.

#### **Alcohol and Substances**

The school will conduct tests on alcohol and substances where an infringement is suspected. The breach of these regulations will result in immediate expulsion from our summer sessions.

In the event of expulsion, no refund will be made, and the deposit of 1,000 CHF will be retained to cover any additional costs incurred, such as escort and rebooking fees for plane tickets. Expenses exceeding the deposit amount will have to be paid for by the parents.

Due to Swiss law, should a child commit a crime, we need to be authorised by parents to collect information on their behalf. An authorization form will be sent in due time.

**For additional information or anything not covered above please refer to our general school rules which are available on our website.**



**Institut Montana Zugerberg**

Schönfels 5

6300 Zug

Switzerland

Telephone: +41 41 729 11 77

<https://summer.montana-zug.ch>  
[summer-sessions@montana-zug.ch](mailto:summer-sessions@montana-zug.ch)