



General Terms and Conditions (2016 Issue)

These General Terms and Conditions are legally binding components of the Four-Forest contract. In this contract, words in the singular include the plural and vice-versa and words in one gender include all genders.

Enrolment and Enrolment fee for new customers

Before a child is accepted at Four-Forest Bilingual International School, a meeting takes place between a member of the School Management, the parents and the child. It is also recommended that the child visits an already existing class in order to gauge the feeling of the classroom environment. School Management has the right to contact the child's previous schools for academic details as well as details of the child's behaviour. Please note that by signing this school contract a legally binding contract is concluded. This secures a place for your child at our school subject to the decision of the School Management regarding a definitive admission and availability of a place. Should the application be accepted and your child is offered a place, you will receive written confirmation. The School Contract will become effective with the written confirmation. Upon definite admission, a one-time enrolment fee along with the school fees for the first trimester is payable. Receipt of this payment guarantees a place at school.

The enrolment fee is also payable in order to secure a place on the school's waiting list. If your child is not granted a place at the school, 50% of the enrolment fee will be refunded.

Re-enrolment for current customers

At the end of the first semester you will receive a re-enrolment form for the next school year. Should you wish your child to be enrolled for the next school year, the School Contract Re-enrolment must be returned to the school administration by the end of February. A child's place in the next school year can only be guaranteed if the re-enrolment form is received within the prescribed period. By submitting a signed re-enrolment, a legally binding contract for the duration of a new school year is concluded. After signing a re-enrolment form for a new school year, the next possible termination date is the end of the first trimester and therefore no earlier than 30th November of the new school year. Should a re-enrolment for a new school year be withdrawn prior to school begin, or should your child not take the place offered, an invoice will be issued for the first trimester of the new school year.

Validity of contract

The contract between Four-Forest Bilingual International School and the parents is for one school year, i.e. from 1st August until 31st July of the following year. The contract will automatically renew itself if it has not been terminated according to the General Terms and Conditions. Termination of this contract must be in writing.

Notice period during a school year

The contract may only be terminated after the child has started school and as follows: as of 31st March, as of 31st July or as of 30th November. Written notice of 4 months must be given.

- a. should the contract be terminated between 1st August and 30th November
the obligation to pay the school fees ends no earlier than 31st March of the following year
- b. should the contract be terminated between 1st December and 31st March
the obligation to pay the school fees ends no earlier than 31st July
- c. should the contract be terminated between 1st April and 31st July
the obligation to pay the school fees ends no earlier than 30th November

Notice period before a new school year begins

After signing a re-enrolment form or application form for a new school year the next possible termination date is the end of the first trimester and therefore no earlier than 30th November of the new school year. Should a re-enrolment or an application for a new school year be withdrawn prior to school begin, an invoice will be issued for the first trimester of the new school year. This means that should a child not start school despite being enrolled or re-enrolled, the school fees will be invoiced accordingly.

An invoice for all outstanding school fees and/or costs incurred will be issued immediately after receiving termination. This invoice is payable within 10 working days after receipt of the termination.

School fees

School fees are payable according to the current price list in three equal instalments due on 1st August, 1st December and 1st April. Should your child enter Four-Forest Bilingual International School during the school year, an invoice will be issued from the first day of the month in which your child starts, e.g. for entry on 15th September you would receive an invoice beginning on 1st September. In the case of late payments, Four-Forest is entitled to issue an invoice to include interest, the cost of a payment reminder and where applicable, the cost of a credit collection agency.



FOUR-FOREST

BILINGUAL INTERNATIONAL SCHOOL

Expenses fee

For each child, an expenses fee is payable for the school year. This fee is payable with the first instalment. All extra costs e.g. for school camps, excursions, dental hygienist, school textbooks, theatre and museum tickets and events are included in this fee.

Prices & Fee reduction policy

Details of all school fees for the current school year are listed on a separate price list. Four-Forest reserves the right to amend the school fees as deemed necessary for a new school year. Families who have more than one child at Four-Forest will receive a 10% reduction of the school fees for the second child and a 20% reduction for the third child. These reductions apply to private payers only.

Insurance

Parents are required to maintain health, accident and liability insurance for their children and confirm so by signing this contract. A child's legal guardian will be liable for any bodily injury or damage to or destruction of other people's property before, during or after school. Four-Forest is not liable for any bodily injury or damage to third parties caused through a pupil's negligence or for loss or theft of any personal items brought to school.

Lunch

Should you wish to make use of the school's catering service please return the appropriate form to the School Management's office prior to school begin. Registration for the catering service will automatically run for a year. Should you wish to change or cancel this service during a trimester, the fee for that trimester will not be reimbursed. The costs for lunches are not included in the school fees and are to be paid in advance.

Forest School, school trips and off-site activities

In the event of a storm, the Forest School Leader reserves the right to change the programme at short notice and undertake an alternative activity, for example a visit to a museum. By signing the school contract, the child's parents or legal guardian are giving written consent for their child to take part in school trips and other activities that take place off the school premises.

After-school club, Early bird and after-school activities

Four-Forest offers an early bird club, various after-school activities and an after-school club which you may register your child for using the appropriate enrolment form. Enrolment for both the after-school club and an after-school activity will automatically run for a year. Should your child wish to change or leave an activity, or should you no longer require the services of the after-school club during a trimester, the fee for that trimester will not be reimbursed. The after-school activities will only take place with sufficient enrolments to each class. The after-school club service is available from Monday to Friday until 6.00pm during term time only. Four-Forest School in Lucerne observes the holiday plan from the county of Lucerne and Four-Forest School in Zug observes the holiday plan from the county of Zug. The costs for all after-school activities and the after-school club are not included in the school fees and are to be paid in advance. Should you require the use of our school club services on an irregular or spontaneous basis your child may attend as a guest. The costs for these services will be added to your next trimester invoice. The Early Bird care is free of charge.

Withdrawal

Four-Forest School reserves the right to request the withdrawal of a student at any time for reasons consistent with the best interests of the school.

School brochure, homepage and advertisements

Upon enrolment, permission to use your child's photograph for brochures, advertisements or the Four-Forest homepage will be requested. **Should Four-Forest receive your permission and your child's photographs are used** please note that should you wish to withdraw your permission to use your child's photograph, these new instructions will only become effective with new media publications. Until this time your child's photograph may still be used but your withdrawal of permission will be respected with all future material and publications.

Final clauses

In case of differences between the English and the German version of the contract the German version is legally binding. All disputes arising out of or in connection with these terms and conditions that the parties are unable to settle amicably shall be subject to the exclusive jurisdiction of District Court of Luzern (Gerichtsstand Luzern). These terms and conditions shall be governed by and construed in accordance with the laws of Switzerland. By signing the School Contract Enrolment or School Contract Re-enrolment parents and/or legal guardians confirm that they have read and understood the General Terms and Conditions and agree to the terms and conditions therein and agree to pay all fees as outlined by Four-Forest Bilingual International School AG.