



## SCHOOL CONTRACT APPLICATION FORM

Indicate campus (please tick)

Luzern

Zug

Please use capital letters.

### Child's details

Surname: \_\_\_\_\_

First name(s): \_\_\_\_\_

Date of birth: \_\_\_\_\_ Sex: \_\_\_\_\_

Nationality: \_\_\_\_\_ Siblings: \_\_\_\_\_

Mother-tongue(s): \_\_\_\_\_ Other languages: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Current school: \_\_\_\_\_ Grade: \_\_\_\_\_

Address and contact: \_\_\_\_\_

### Application for:

1<sup>st</sup> Kindergarten \*fill in a separate form for the programme

2<sup>nd</sup> Kindergarten obligatory

1<sup>st</sup> Grade Primary

2<sup>nd</sup> Grade Primary

3<sup>rd</sup> Grade Primary

4<sup>th</sup> Grade Primary

5<sup>th</sup> Grade Primary

6<sup>th</sup> Grade Primary

1<sup>st</sup> Grade Secondary

2<sup>nd</sup> Grade Secondary

3<sup>rd</sup> Grade Secondary

Anticipated date of entry: \_\_\_\_\_ School year: \_\_\_\_\_

### ADMISSION:

School Management has the right to contact the child's previous schools for academic details as well as details of their behaviour. Admission is subject to a successful meeting, availability and possible trial days. The decision will be confirmed in writing.



## Parent / Legal Guardian

Surname: \_\_\_\_\_

First name(s): \_\_\_\_\_

Relationship to the child:  Mother  Father  \_\_\_\_\_

Mother-tongue: \_\_\_\_\_ Nationality: \_\_\_\_\_

Marital status: \_\_\_\_\_

Profession & employer: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Mobile telephone: \_\_\_\_\_

## Parent / Legal Guardian

Surname: \_\_\_\_\_

First name(s): \_\_\_\_\_

Relationship to the child:  Mother  Father  \_\_\_\_\_

Mother-tongue: \_\_\_\_\_ Nationality: \_\_\_\_\_

Marital status: \_\_\_\_\_

Profession & employer: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Mobile telephone: \_\_\_\_\_

## Company Details (applicable if school fees are paid by employer)

Company name: \_\_\_\_\_

Billing address: \_\_\_\_\_

Contact person: \_\_\_\_\_

Please note that by signing this School Contract a legally binding contract is concluded. The attached General Terms and Conditions and the current price list are legally binding components of this contract. Please return the completed and signed application to the School Management. This is a binding reservation of a place at our school. The decision of the School Management regarding the definitive admission and the availability of a place remains reserved. The undersigned accepts that if this registration is withdrawn or if the reserved place is not taken, the school fees for the first trimester of the school year plus the enrolment fee is due for payment within 10 days. **With my signature, as the parent / legal guardian, I confirm that I have read and understood the General Terms and Conditions and the terms of this application form. Thank you very much for the application.**

Name of parent / Legal guardian: \_\_\_\_\_

Signature: \_\_\_\_\_

Place & date: \_\_\_\_\_

## General Terms and Conditions (2021 Issue)

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

### Enrolment

Before a decision is made about the admission of a child to the FOUR-FOREST Bilingual International School (hereinafter referred to as FOUR-FOREST) an admission interview will take place. It is also recommended that the child visits an already existing class to gauge the feeling of the classroom environment. The School Management has the right to contact the child's previous schools for academic details as well as details of the child's behaviour. The signing of this application form by a parent or legal guardian constitutes a binding enrolment at FOUR-FOREST and a legally binding contract is concluded. Upon 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.

### Enrolment Fee

A one-time enrolment fee is due upon admission. This fee covers all administrative costs for the admission of the child to our school.

### Validity of the School Contract

The duration of the School Contract between FOUR-FOREST and the parents / legal guardian is unlimited.

### Termination period of the School Contract

The School Contract can only be terminated at the end of a school semester, i.e. on January 31<sup>st</sup> or July 31<sup>st</sup>. A notice period of at least 4 months must be observed. A termination is only valid if it is received by registered post and on time. This means:

- a. To terminate the School Contract by January 31<sup>st</sup>, written termination must be received no later than September 30<sup>th</sup> of the previous year. Should the contract be terminated by September 30<sup>th</sup>, the obligation to pay the school fees ends on January 31<sup>st</sup> of the following year.
- b. To terminate the School Contract by July 31<sup>st</sup>, written termination must be received no later than March 31<sup>st</sup>. Should the contract be terminated by March 31<sup>st</sup>, the obligation to pay the school fees ends on July 31<sup>st</sup>.

The postmark of the written termination is decisive. After the termination has been made, the final invoice will be issued immediately. The school fees due and other obligations up to the end of the notice period must be paid within 20 working days of receipt of the notice of termination.

### Failure to start, or withdrawal of enrolment

Should a child not start school despite being enrolled, or if the enrolment is withdrawn prior to school begin, the enrolment fee and the school fee for the first trimester (according to the current price list) are due to be paid.

### School fees

According to the current price list, the school fees are to be paid in three equal installments (in advance) on August 1st, December 1st and April 1st. The current price list for a new school year is published on our website before the end of March each year. If a child enters the school during the current school year, the school fee will be invoiced for the entire month of entry. This means, for example, if your child starts on September 15th, the school fee will be invoiced from September 1<sup>st</sup>. 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.

### Expenses

For each child, an expenses fee is payable for the school year. All costs incurred during a school year such as excursions, class camps, dental hygienist, school textbooks, theater performances, museum visits, events, etc. are covered by this fee. This does not include additional, non-compulsory offers such as school clubs or after-school activities.

### 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 & liability for damage**

By signing the School Contract, the parents / legal guardians confirm that the statutory health, accident and liability insurance has been taken out for their child. A child's legal guardian will be liable for any bodily injury, or damage to or destruction of other people's property at school and on the way to and from 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**

The school has a catering service for lunch. The registration must be made in good time using the relevant form. The registration is valid for the whole school year. Adjustments can be made to the next trimester. No reimbursement will be given for changes during the trimester, or for missed lunch due to absences. The costs for the catering service will be charged separately.

### **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 / legal guardians are giving written consent for their child to take part in school trips and other activities that take place off the school premises and for their child to use the chosen means of transport.

### **Early Bird, school clubs 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 18:00 during term time only. FOUR-FOREST in Lucerne observes the holiday plan from the canton of Lucerne and FOUR-FOREST in Zug observes the holiday plan from the canton 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. The Early Bird care is free of charge.

### **Exclusion from school**

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

### **School brochures, advertisements and homepage**

By signing this contract, you authorise the use of your child's photographs for school letters, or for the password protected student and parent's portal on the FOUR-FOREST website. Should you object to the use of your child's photographs for these purposes please inform School Management in writing.

Should the school wish to use your child's photo for brochures or advertisements, permission will be requested. If your child's photo has been used in a media publication and 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.

Parents may only take photographs and videos during school performances for their own use and providing they do not post anything containing other people's children on social media or otherwise, without making sure they personally obtain permission from the child's legal guardian.

### **Final clauses**

By signing the contract, you agree that your name, address and e-mail address may be listed on a class list and distributed in the class.

In the event of a discrepancy between the German and English versions of the General Terms and Conditions and all other school documents, the German version is deemed to be legally binding. **In the event of any disputes, the place of jurisdiction is Lucerne.** Swiss law is applicable. The legal representatives are jointly and severally liable for the obligations they enter into through this school contract. This joint and several liability will not be eliminated by any subsequent change in marital status. Should a provision of the School Contract or the General Terms and Conditions be ineffective, this does not result in the ineffectiveness of the contract as a whole. Only the ineffective regulation will be replaced by an effective one that comes as close as possible to the will of the contracting parties. Verbal collateral agreements do not exist. By signing the School Contract, the signing parents / legal guardians confirm that they have read and understood the General Terms and Conditions of FOUR-FOREST. You agree to the Terms and Conditions and undertake to pay the school fees in accordance with the provisions of FOUR-FOREST.



## PROGRAMME FOR

### 1<sup>st</sup> Kindergarten (binding part of the school contract)

Please tick the programme you would like your child to attend **in addition to** the standard programme indicated. (Please note that the standard programmes are compulsory in the respective age category):

#### Standard Programme: (3-year-olds)

3 mornings

**plus:**

- Monday morning
- Friday morning
- Monday afternoon
- Tuesday afternoon
- Thursday afternoon
- Friday afternoon

**or:**

Full-time Programme  
(5 mornings, 4 afternoons)

#### Standard Programme: (4-year-olds)

5 mornings

**plus:**

- Monday afternoon
- Tuesday afternoon
- Thursday afternoon
- Friday afternoon

**or:**

Full-time Programme  
(5 mornings, 4 afternoons)

*Note: Forest school is on a Friday morning in Zug and Tuesday afternoon in Luzern.*

Name of parent / Legal guardian: \_\_\_\_\_

Signature: \_\_\_\_\_

Place & date: \_\_\_\_\_