



1. FINANCIAL TERMS

FINANCIAL CONDITIONS

The financial conditions which apply are the ones mentioned on the present document except for special cases such as payment plan or scholarships. The Acceptance letter confirms all agreements regarding tuition fees and is signed by LISA on the one side and the student and his/her parents or legal guardian on the other side.

REGISTRATION FEES

The registration fees are not refundable and must be paid only once before the application file is sent. Registration fees are not included in the Tuition fees. In case of a visa demand, payment of 50% of the tuition fees may be required.

TUITION FEES

The tuition fees include: use of the computer room, use of the library, use of the science laboratory, all printed course notes, printed cases, graduation fees, course books, WI-FI. School fees are due for the entire school year. The expulsion or the voluntary departure of the student does not cancel the full fees payment. No refund is available in this case. No fees reduction is awarded in case of absences, vacations or public holidays. The costs of damage - voluntary or not - caused by a trainee shall be borne by the parent or legal guardian.

Cancellation of the programme before the starting date of the programme – financial aspects

Notification period of cancellation	Refund percentage	Refund calculated on the following fees
50 days prior the programme starting date	100 %	Tuition, accommodation, activities, security deposit
49 to 45 days prior the programme starting date	75 %	Tuition, accommodation, activities, security deposit
44 to 0 days prior the programme starting date	50 %	Tuition, accommodation, activities, security deposit

Withdrawal – financial aspects

Notification period of withdrawal	Refund percentage	Refund calculated on the following fees
from starting to end date of the academic year the student is due to enter the programme	25 %	Tuition, accommodation, activities, security deposit

Please note that the refund percentage for cancellation and withdrawal will be calculated on the tuition, accommodation, activities, security deposit fees paid for one-year programme according to the official preliminary or conditional letter of acceptance student received. Payments made in excess (for subsequent programme years) will be refunded.

If the request for a study visa is refused by the authorities, LISA refunds all fees paid except for registration fees. LISA has to be advised in writing of the cancellation or withdrawal of the programme. The notification date taken into account is the one stamped by the postal office on the envelope.

SECURITY DEPOSIT

A refundable security deposit of CHF 2'000.— is required to cover any damage caused to LISA property by the student during the studies. It is payable at the time of the first invoice and refundable at the end of your studies.

PAYMENT AGREEMENT

The completed application form together with a registration fee of CHF 1'000.- must be sent to Lemania International School Altdorf. If needed, LISA issues a Preliminary Acceptance letter and an invoice for the registration fees and the tuition fees demanded by the visa procedure. Once all relevant documents have been reviewed (and the visa has been obtained), LISA issues the definitive *Acceptance letter*; i.e. the place will be reserved on the programme. LISA issues an invoice according to the fees mentioned in the *Acceptance letter*.

Fees are payable in full in Swiss Francs at least 15 days before the starting date of the programme. In case of payment default, access to the class and to the campus will be refused. Financial aspects of the cancellation of the programme are detailed on the present document.

LATE PAYMENT

In case of late payment, a reminder charge of 1% per month on the tuition and accommodation fees amount (12% per year) is due. LISA reserves the right to deny access to the classroom to student.

BANK ACCOUNTS

Bank	Swift Code	Clearing code and account	IBAN
URNER KANTONALBANK	URKNCH22XXX	785	CH66 0078 5001 4330 6032 6

Please make sure the bank indicates the student's name on the payment advice slip for the bank transaction.

PAYMENT PLAN & SCHOLARSHIPS

To be allowed to obtain a payment plan or a scholarship the student must send an official written demand which will be reviewed by the management.

MEDICAL CARE & HEALTH INSURANCE

Students are required to have medical care and health insurance recognised by the Swiss authorities. LISA can provide a medical care and health insurance to the student. If it is not the case a copy of the students' insurance has to be sent enclosed to the application file. Students must also be insured for civil liability.

STUDENT PLACEMENT

LISA reserves the right to enrol and place the student in the programme year according to the admission file.

FOR JUDICIAIRE

In case of a dispute related to the interpretation or the execution of legal obligation towards LISA, Swiss law and the exclusive competence of the Uri Cantonal Court apply.

REPRODUCTION RIGHTS

LISA is authorized to use pictures, movies or other images of the students for a potential publication or diffusion without royalties.

REGISTRATION VALIDITY

The complete application file including:

- Registration form
- Medical questionnaire
- Maths and English questionnaire
- Financial terms
- CAS questionnaire
- VISA information
- Financial terms

Must be filled and the totality of the information provided must be exact, complete and accurate. Once the student is accepted to the programme, the application file is valid. Therefore, it incurs the full financial responsibility of the applicant or her/his legal representative

*Accepted and agreed
by the student and his/her parents (or legal guardian)*

Date and Signature