










## **Application Process 2017- 2018**

- I. The parents submit the first part of the enrollment form (2 pages, available online) with copies of the two most recent report cards.
- II. On receipt of the enrollment form and report cards, the principal's office will set up a family interview with the child and his parents.
- III. The principal's office will notify parents of acceptance and send the financial contract with the additional enrollment forms.
- IV. To confirm the child's enrollment, parents must submit the following forms signed by **both parents** :

-  The enrollment form second part (1 page)
-  Signed copy of the school rules
-  Signed copy of the financial contract
-  The signed waiver form of the Geneva Department of Education on age requirements (for children under 4 years old)  
Along with :
  -  Proof of the child and parents' identity

The following documents must be returned as soon as possible and at the latest, one week prior to the start of school.

-  Insurance certificate (*responsabilité civile*)
-  Completed medical form (one page to be complete by the family, the other by the family's doctor)
-  A copy of vaccination records
-  School pick up form (for students Pre-K to Grade 2)

- V. **Parents pay the enrollment fee of 400 CHF and the paper supply fee of 150 CHF together with a down payment on the first trimester of 1700 CHF\*. Only then is the enrollment of the student official.**

If parents later cancel the enrollment, this 2250 CHF will not be refunded.

In the case of mid-year enrollment, the full trimester fee must be paid in advance.

- VI. The principal's office will send an enrollment confirmation.

**\*EARLY REGISTRATION DISCOUNT:** If the registration fee is paid *before April 30<sup>th</sup>, 2017*, families benefit from a CHF 300 discount. *See financial contract for details.*