






Application Process 2018- 2019



- I. The parents submit the first part of the enrollment form (2 pages, available online) with copies of the two most recent report cards for primary school children.
- 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. A two-day trial time may be required.
- IV. The principal's office will notify parents of acceptance and send the financial contract with the additional enrollment forms.
- V. To confirm the child's enrollment, parents must submit the following forms signed by **both parents** :

-  The LIA enrollment form, part 2 (1 page)
-  Signed copy of the LIA school rules
-  Signed copy of the LIA 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.

-  Insurance certificate (*responsabilité civile*)
-  A copy of vaccination records

Along with the following LIA forms, duly completed and signed :

-  Completed LIA medical form (one page to be complete by the family, the other by the family's doctor)
-  The LIA school pick-up form (for students Pre-K to Grade 2)
-  The LIA photo permission form

- VI. **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.

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

***EARLY REGISTRATION DISCOUNT:** If the registration fee is paid **before April 30th, 2018**, families benefit from a CHF 300 discount. *See financial contract for details.*