

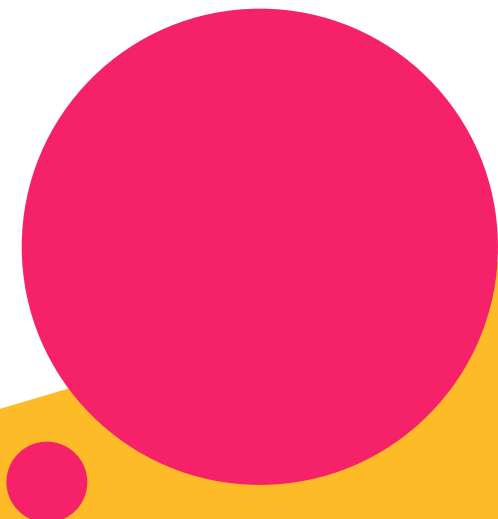
# Financial Terms and Conditions 2025-2026



YEAR GROUP	FEE 2025-2026
Capital Development Fee	3'000 CHF
Registration Fee - annual	1'045 CHF
Early Years - Reception	23'000 CHF
Year 1	25'150 CHF
Year 2	25'150 CHF
Year 3	25'800 CHF
Year 4	25'800 CHF
Year 5	25'800 CHF
Year 6	25'800 CHF
Year 7	27'300 CHF
Year 8	27'300 CHF
Year 9	27'300 CHF
Year 10	28'700 CHF
Year 11	28'700 CHF
Year 12	30'850 CHF
Year 13	30'850 CHF

Optional costs *	FEE 2025-2026
Swimming Early Years and Primary School only	220 CHF
Canteen Lunch Service	Depending on lunches per week
School Bus Service	Depending on home location
Co-curricular activities	Depending on activity
Residential Trips	Costs subject to confirmation for each trip
Ski Trips	Costs subject to confirmation for each trip

\*Optional services might be subject to the relevant VAT rate. If you are exempt from taxes, please provide the exemption documents, which you can obtain from your employer.



## Registration Fee

The annual Registration Fee is CHF 1'045 for the 2025-2026 academic year and covers all administrative cost of processing admissions. The Registration Fee is payable at the time of enrolment and re-enrolment and is non-refundable.

## Capital Development Fee

The Capital Development Fee remains at CHF 3'000 for the 2025-2026 academic year. This fee is allocated exclusively to the continuous maintenance and enhancement of the learning environment. The Capital Development Fee is a one-off fee applicable only during the student's first year of enrolment and is non-refundable.

For children arriving during the course of the academic year, the Capital Development Fee and the Registration Fee are payable in full and both are non-refundable. In all cases the Capital Development Fee and the Registration Fee apply.

## Tuition Fees 2025-2026:

### Standard Payment Terms:

Annual Tuition Fees are divided into three instalments in order to spread the cost for parents. The three instalments are due before 1st August, 1st December and 1st April, respectively.

All amounts are in CHF	1 <sup>st</sup> Instalment (Due 1 Aug 2025)	2 <sup>nd</sup> Instalment (Due 1 Dec 2025)	3 <sup>rd</sup> Instalment (Due 1 April 2026)	Total Annual Tuition Fees
EYFS Reception	9'200	6'900	6'900	23'000
Years 1 & 2	10'060	7'545	7'545	25'150
Years 3 up 6	10'320	7'740	7'740	25'800
Years 7 up 9	10'920	8'190	8'190	27'300
Years 10 & 11	11'480	8'610	8'610	28'700
Years 12 & 13	12'340	9'255	9'255	30'850

All Fees for students sponsored by companies and international organisations are payable according to the Standard Payment Terms.

## Flexible Payment Terms

A monthly payment plan is available, upon request and in agreement with the Principal, for families paying the entirety of school Fees privately. These monthly instalments will be payable on the 1st of each month, from August 2025 to May 2026 (10 instalments).

### MONTHLY PAYMENTS IN CHF TO BE PAID IN 10 INSTALMENTS BY THE 1ST OF EACH MONTH

Early Years - Reception	2'369 CHF
Years 1 & 2	2'591 CHF
Years 3 to 6	2'658 CHF
Years 7 to 9	2'812 CHF
Years 10 & 11	2'956 CHF
Years 12 & 13	3'178 CHF

## Bank Details

British School Geneva – Account N° 210098.01A at UBS SA, 12 Place Cornavin 1201 Geneva  
IBAN CH30 0024 0240 2100 9801 A – BIC /SWIFT UBSWCHZH80A – Clearing 240  
UBS Account No: 210098.01A

## Other Fees

Invoices for additional services are sent out termly or when they occur and are payable at 30 days' notice.

These include Mandatory Fees such as Educational visits, Exams Fees, SEN and EAL Costs (as assessed by the school's academic team), as well as Optional Fees such as Canteen Lunch Service, School Bus Service, Co-curricular activities and Ski Trips.

School uniforms are mandatory from Reception to Year 11 and can be purchased directly from our uniform supplier Trutex at the following link: [www.trutex.com/eu](http://www.trutex.com/eu)

## Default on payment

We kindly ask parents to ensure that they respect all payment deadlines, which are clearly marked on invoices. In the event of a payment deadline not being met, a reminder notice will be sent after 7 days. A second reminder will be sent after a further 7 days and parents will incur an additional penalty of CHF 200 per unpaid invoice. If Tuition invoices remain unpaid for more than a month the school reserves the right to withdraw the student from the school with immediate effect.

## **Discount Schemes: (For Parents paying Fees privately)**

A 15% sibling discount for multiple children is available to parents who have 3 or more children attending BSG at the same time. The 15% discount is applied to Tuition Fees only, as of the third child, to the lowest Fee level(s).

Parents will benefit from a 5% early payment discount if they pay the Annual Tuition Fee in full before 16th June.

## **ADMISSIONS PROCEDURE**

Places are allocated on a first-come, first-served basis. Siblings of current and past BSG students will have priority in placement.

## **NEW ENROLMENTS:**

**To apply for a place at any time, the following documents must be submitted:**

1. Application for Enrolment, completed in full and signed by a parent or guardian. Signature of this document signifies that the parent has read and agrees to the terms and conditions contained in this document. This Form is available in the "Downloads" section of the school website.
2. Emergency and Health Questionnaire - This form is available in the "Downloads" section of the school website.
3. Recent school reports from the last school attended.

## **Once an application for admission has been approved:**

1. An Offer of Place is issued by the school, which might be conditional to the acceptance of extra costs for learning support and/or English Additional Language (EAL) costs, where applicable.
2. The family accepts the Offer of Place by paying the Registration Fee (CHF 1,045) and the Capital Development Fee (CHF 3'000) and sending proof of payment to the school. Both these enrolment Fees are non-refundable. Payment can be made by bank transfer to the following account, indicating the student's full name on the transaction.
3. Upon receipt of the Registration and Capital Development Fee, a Letter of Confirmation and Guarantee of a Place will be sent.
4. An invoice for all Tuition Fees will be issued before the child starts school. Please note carefully the payment deadlines for each term indicated on this invoice.

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## RE-ENROLMENT

**All students must be re-enrolled for each school year in order for their place to be confirmed.**

Parents will receive the re-enrolment pack to complete by 6th April to confirm Re-enrolment for the following academic year, and will be required to pay the Registration Fee CHF 950 by the 6th April and the first instalment by 1st of August 2025 to guarantee their child's place at BSG.

**As a token of appreciation for their continued support and loyalty, the school will offer a 10% discount on the re-enrolment fee, maintaining the previous cost of CHF 950, if payment is made by 6th April. Re-enrolment confirmations and payments received after this deadline will be subject to the full registration fee of CHF 1'045.**

A place for the following academic year will be confirmed only upon receipt of the signed Re-enrolment Form and payment of the Registration Fee.

In the event of the Form not being received or payment not being made, the school retains the right to allocate the place to another family.

Any outstanding balance must be paid before the start of the new academic year in August. The school reserves the right to cancel a student's place if there are any outstanding debts.

**Students will not be permitted to enter the school or start the school year until the full amount of the 1st installment has been paid. No exceptions will be permitted.**

# CANCELLATION OF ENROLMENT

**Notification of a student's withdrawal must be submitted in writing by a parent or legal guardian at least one full school term in advance**, or by the 1st of June, 1st of August, 1st of December, or 1st of March, whichever occurs first, for departure in the following term. Parents and legal guardians must also specify the exact date of departure.

**Notification to leave deadlines for the 2025-2026 school year:**

For departure during Term 1: notice is required before and no later than the 1st of June 2025

For departure in Term 2: notice is required before and no later than the 1st of August 2025

For departure in Term 3: notice is required before and no later than the 1st of December 2025

For departure in Term 1 of the following year: notice is required before and no later than the 1st of March 2026

Payment is due in full for a Term that is partially attended, or for a Term for which a student is enrolled and has not been withdrawn according to the deadline indicated above, i.e. a full School Term in advance.

Any outstanding balance must be paid at the time of withdrawal. The same conditions apply in the case of courses outside our standard curriculum that are organised on a student's behalf.

Failure to provide the required notice of withdrawal or to meet the payment deadlines listed above will result in the full tuition fees being immediately due for the remainder of the current Term and the following school Term. The school reserves the right to refuse entry to class and examinations, and to withhold any transfer certificates/diplomas and school reports until all outstanding payments have been settled. The school may initiate debt collection procedures if outstanding debts remain unresolved.

**Capital Development and Registration Fees are non-refundable in case the student leaves, including if notice is provided.**

## CALENDAR

The School Calendar is published and updated on the BSG website. Parents are requested not to take children out of school during term time for reasons other than illness. In the event of absence from school being a necessity, parents should apply in writing and in advance to the Principal for special dispensation.

## EDUCATIONAL PROGRAMME

The school undertakes to provide a well-structured programme of education, which follows all levels of the English National Curriculum.

The school undertakes to employ teachers who are university graduates, where appropriate, with specific subject knowledge and/or a recognised teaching qualification (PGCE or equivalent).

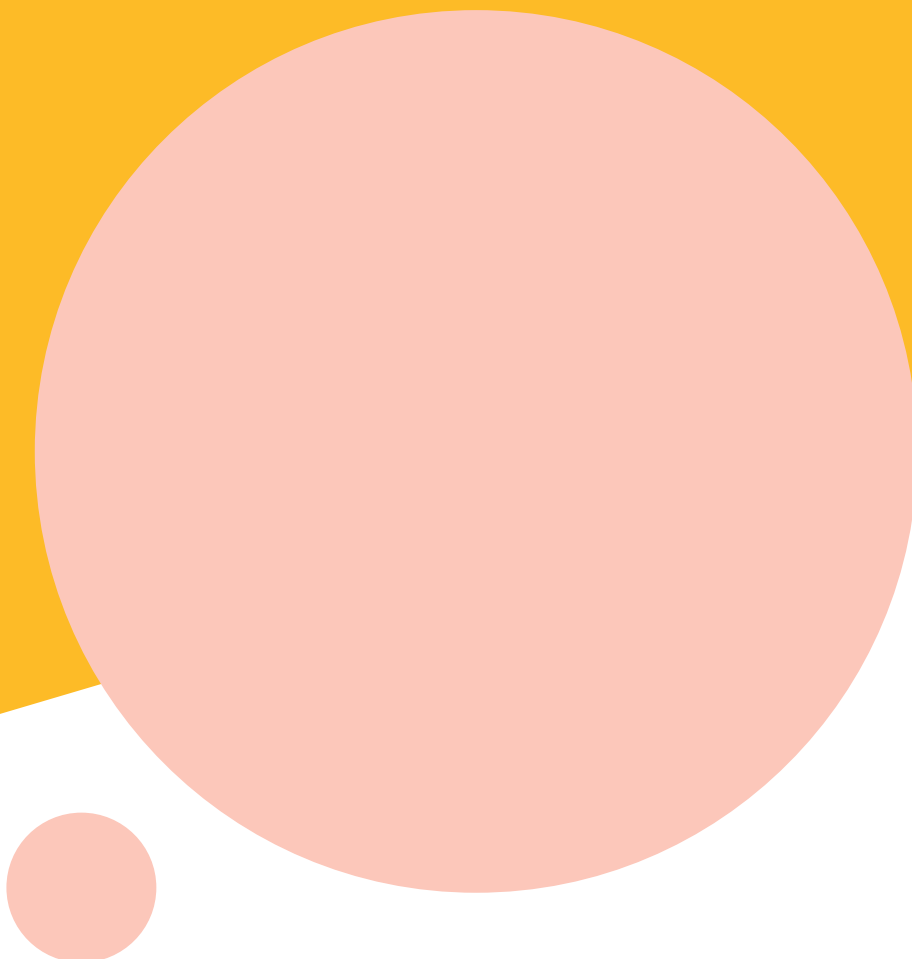
The school undertakes to provide a physical and cultural environment which is supportive of the students and the programme of education. Teaching will take place in an appropriate and secure environment and a system of pastoral care will supervise the on-going welfare of all students.

The school undertakes to provide regular feedback concerning the student's progress. This will be done through personal meetings, Parent/Teacher evenings, and regular correspondence and contacts.

Assuming sufficient success at IGCSE level, the students will be guaranteed the option of a place in the A Level programme.

The school does not guarantee, in any way, the examination results of the student, nor is it liable for any entrance decisions made by individual universities.

The School also reserves the right cancel the enrolment of a student if it is found, subsequent to their admission, that the information provided upon application for enrolment was incorrect.





## LEARNING SUPPORT

BSG is an inclusive school and, as such, we accept students with mild to moderate additional learning needs. We actively encourage parents of children with identified additional learning needs to discuss this during the admission process and to provide us with as much in-depth documentation as possible. Students with identified SEND needs will be provided appropriate support. This will involve additional costs.

The school reserves the right to withdraw an Offer of Place if any Learning and Specialised support needs known to the parents are not disclosed and shared with the school during the course of the Admissions process.

Placement in a year group is based on the age and educational background of the student. During the Admissions process, written evaluations will be carried out to assess their English language level. In the event of parents not moving forward with the student's enrolment at the school, costs of any evaluations will be charged to the parents. The school will make the final decision concerning the placement of a student.

A final assessment will take place in the initial weeks of the academic year or upon their arrival to the school. If the assessment shows that a student needs additional/remedial support, including EAL (English as an Additional Language), parents will be informed and support put in place. This service will be invoiced separately. As we believe in a collaborative approach, we also work with external professionals in the field of learning support. Depending on the needs of a student, testing by an educational psychologist may be deemed necessary. Parents may also be asked to have their children followed by a speech therapist, occupational therapist or other therapist.

Students needing one-to-one support will be considered on a case-by-case basis.

## SAFEGUARDING

At BSG, we are committed to safeguarding and promoting the welfare of children and young people and we expect all our employees and volunteers and any contractors / consultants and partner agency staff in our schools to share this commitment. Our Safeguarding & Child Protection Policy (as amended from time to time) published on <https://www.britishschoolgeneva.ch/downloads> applies to all staff, the Board of Directors and volunteers working in the school and all students at the school. Parents undertake to respect the Safeguarding & Child Protection Policy and to support the school in applying it. The school reserves the right to take necessary actions including the suspension, withdrawal or expulsion of students, where it is recognised that a student is at risk of, or is actually being harmed.

All information relating to individual safeguarding/child protection issues will be treated as sensitive information and will be secured appropriately. The information will be shared with all those who need to have access, whether to enable them to take appropriate steps to safeguard the child, or to enable them to carry out their own duties.

# ATTENDANCE AND BEHAVIOUR

Students are expected to adhere to our published Behaviour Policies.

Students are expected to complete all homework set on a regular basis. Repeated failure to do so will be reported and may involve sanctions.

At the higher levels, students are expected to study in a manner that is appropriate for a student on a full-time course of education leading to British National Exams. Attendance at pre-term induction sessions is mandatory for all A Level students.

Parents are required to ensure that students are present on time and are collected on time at the end of the school day. Primary students who are not collected on time will be placed in after-school care and parents will be billed accordingly.

Parents are expected to notify the school of all student absences by 9:00 am on the given day, and are requested to follow the school calendar when planning holidays. In the case of absence for more than three consecutive school days, a medical certificate is required. Students taking external exams will need to have a minimum of 90% attendance in order to enrol.

Students are expected to attend class in a manner that is not distracting or threatening to other students. In cases where a student's behaviour is consistently counter-productive, the school reserves the right to exclude or expel the student. The school expects parents to treat members of staff and administration, and members of the school community with courtesy and respect. The school reserves the right to cancel the contract of a student if a parent has shown a persistent lack of courtesy to the school community.

The school assumes responsibility for the welfare of all its students and staff and, for that reason, students who become involved in a criminal action (e.g. theft, assault and drug-related crimes) while at school will be suspended. If, after investigation, the student was found to have committed a criminal action, they will be expelled from school with financial liability for the entire academic year.



## INSURANCE

All students are required to have their own medical and accident insurance, as well as coverage for third- party insurance. Any items brought to school by a student are the responsibility of the student; BSG is not responsible for any lost, stolen or damaged property.

## DATA PROTECTION

Parents and students acknowledge that BSG processes personal data about students and parents to provide the services in connection with student's schooling. In this context, we will share personal data across ISP group companies. Furthermore, we will request the student's safeguarding/student file from previous schools attended by the student. We will protect personal data and keep it safe from unauthorised or unlawful access, alteration, processing or disclosure, and against accidental or unlawful loss, destruction or damage. We will amongst others use cloud-based platforms such as Google Docs for the management of internal documents and information sharing among teachers, staff and parents. Details on how we process personal data provided to us can be found in our Data Protection Policy (amended from time to time) published on <https://www.britishschoolgeneva.ch/downloads>

## CONDITIONS

Signature of an Application for Enrolment or Re-enrolment Form confirms that these terms have been read and accepted by the parent or guardian.





# BRITISH SCHOOL OF GENEVA

## University Destinations



University of  
St Andrews



UNIVERSITY OF  
CAMBRIDGE



The University  
of Manchester

KING'S  
*College*  
LONDON



Loughborough  
University



UNIVERSITY OF  
ABERDEEN



University of  
Nottingham  
UK | CHINA | MALAYSIA



THE UNIVERSITY  
of EDINBURGH



University  
of Exeter



THE UNIVERSITY  
of LIVERPOOL



Queen Mary  
University of London



Keele  
University



UEA University of  
East Anglia



UNIVERSITY OF  
WINCHESTER



University  
of Essex



Aston University  
Birmingham



OXFORD  
BROOKES  
UNIVERSITY



Sheffield  
Hallam  
University



CARDIFF  
UNIVERSITY



UNIVERSITÉ  
DE GENÈVE



ECOLE HÔTELIÈRE  
LAUSANNE  
Since 1893  
A MEMBER OF EHL GROUP



UNIVERSITEIT VAN AMSTERDAM



Stockholm  
University



UNIVERSITAT DE  
BARCELONA



Maastricht University



TU Delft



Universiteit  
Leiden



—HEAD  
GENÈVE



SMS



KIT  
Karlsruher Institut für Technologie



THE UNIVERSITY  
OF BRITISH COLUMBIA



ELON  
UNIVERSITY



UNIVERSITÉ  
Concordia  
UNIVERSITY



THE UNIVERSITY OF THE WEST INDIES  
AT ST. AUGUSTINE, TRINIDAD AND TOBAGO



UIC UNIVERSITY OF  
ILLINOIS CHICAGO



RUTGERS  
UNIVERSITY

# 90%

of BSG students have been accepted at  
Russell Group, The Times Higher Education  
World's Best, QS World Universities Ranking  
and US News Best National Universities



BRITISH SCHOOL  
OF GENEVA



International  
Schools  
Partnership

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**British School of Geneva**

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