



ADMISSION PROCEDURE

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

Placement in a year group is based on the age and educational background of the student. In some instances, written evaluations may be carried out. The school will make the final decision concerning the placement of a student.

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 the document entitled *"British School of Geneva – Terms and Conditions"*. 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 report from the last school attended
4. Proof of payment of the registration fee (900.-CHF). This fee is non-refundable, except in cases where the school is unable or unwilling to offer a place. Payment can be made by bank transfer to the following account, indicating the student's full name on the transaction.

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

Once an application for admission has been approved, a letter of confirmation and guarantee of a place will be sent. Invoices for all tuition fees will be issued before the child starts school. Please note carefully the payment deadlines for each term indicated on these invoices.

RE-ENROLMENT FOR SUBSEQUENT ACADEMIC YEARS

All students must be re-enrolled for each school year in order for their place to be confirmed. A signed re-enrolment form should be submitted to the Principal (either in original or electronic form) before 31 March each year. The registration fee of 900.-CHF is also due by 31 March. Only once a signed re-enrolment form has been received and the registration fee has been paid will a place for the following year be confirmed. 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.

WITHDRAWAL

Parents have the right to withdraw their child(ren) for any reason and at any time during the school year. In this event the following charges will apply:

- Cancellation of enrolment before the start of the academic year: 2'000.-CHF
- Departure during the school year: Fees due until the end of the term of departure.
- Notice of withdrawal must be received in writing prior to the end of an academic term, otherwise fees for the full following term will be due.
- No refunds will be granted for capital development fees or registration fees.