

### Philosophy

*Our mission is to provide students with a high-quality education while developing the attributes of caring, respect, and responsibility towards others and the environment.*

College & Lycée Saint-Charles seeks to welcome students from a wide variety of cultural and linguistic backgrounds. The school admits qualified students of any gender, nationality, ethnicity or religion and is committed to never discriminate based on these and other such attributes.

The following principles have been drafted in keeping with this commitment.

### Requirements

Provided that there is a place available, a student will generally be accepted, subject to certain conditions. Students with disabilities or special educational needs, if they meet the academic criteria for entry, may be admitted subject to an assessment of their specific needs and any related risks. Unfortunately, the school is not entirely wheelchair accessible. Parents with children who require extra care should contact the school for further information.

In the IB program, the language of instruction is English, thus for entry into MYP or DP we require a certain level of competence in the English language: it is expected that students have a level equivalent to B2 for MYP and C1 for DP. Moreover, we need to ensure that students have the academic capability to be successful in the school's programs, especially in respect to Mathematics and Sciences.

Also, an applicant who needs learning support (e.g., having dyslexia, ADHD, or being on medication) will meet with the Learning Support Department for assessment in order to establish whether our school's educational setting is adequate for that student.

Given that our aim is to maintain a balance and a diversity among our international students, we may not admit students from any given country beyond a certain percentage (10%) of the school community\*.

\*For example, if the school comprises 200 students, we may only admit up to 20 students from Spain.

### Special Educational Needs

We aim to be inclusive as far as resources and the programs we offer will allow. While the MYP is inclusive by design, our implementation of the program prepares students for the DP with regards to academic and language skills. The DP is a rigorous academic program. Students who are unable to access the school curriculum in core subjects without support cannot usually be accommodated beyond the end of grade 8 (MYP 3). Decisions on admissions are based upon review of the student's application documents, psycho-educational assessments and other related documents. Furthermore, each IB student at Saint-Charles will usually board at the school, which could limit the special needs and behavioral support available to them. Applications from students with significant learning

difficulties are reviewed carefully to determine whether the school can or cannot fully meet the student's needs.

## Application forms

We require all applicants to complete an application form. The admission fee is CHF 3,000. It covers the administrative costs for the admission process and is non-refundable. Any other indemnities for breach of contract are expressly reserved.

## Student records

The school accepts student records in French or English. If the language of the report is neither in French nor English, it must be officially translated. These records include reports, transcripts or results of standardized tests and any report by a counselor or psychologist. The school reserves the right to contact the applicant's previous school prior to acceptance.

## Admission tests, interviews and campus visit

The school requires academic testing before admittance.

To enter our IB programs, both MYP and DP students are required to sit tests in English and Math. The English test is designed to ensure that students can access the curriculum. The Math test is a diagnostic test to inform teachers on the knowledge and skills students have acquired up to that point and, in DP, to ensure they can meet the academic rigor of the program.

In addition to testing, an interview with the director of the school and the head of international admissions – on the school's premises or via videoconferencing – is required. A visit of the school campus is also required prior to admission.

There are no additional requirements for an internal MYP 5 student to move to DP year 1; however, the MYP Coordinator and DP Coordinator will evaluate each candidate and determine if the Diploma Program is a suitable placement.

## Decisions on admissions

Final admission is decided only after the academic testing, evaluation and interview process.

National and European students within the Schengen Area can enter the school once the invoice is paid for the first term.

Non-European international students must follow the following procedure:

Upon admission to enter Saint-Charles, a letter of acceptance is sent by the school to the student's family or to the agency, along with the invoice for the first term. Once proof of payment is received by the school's accounting department, the visa application process can begin. The family needs to go to the Swiss embassy in their respective country\* with both the school's acceptance letter and proof of payment of the first invoice and follow the visa instructions as set by the embassy. The visa requirements can be found on the embassy's website.

\*In most cases the embassy will be located in the student's home country yet there may be few exceptions where the nearest embassy is in a neighboring country.

We shall accept no responsibility for late arrivals due to any issues with visas or any other documents necessary for the student's entry into Switzerland. In such cases, the expenses for the first quarter would still be payable. Each non-European student must be registered by his parents with the originating country's embassy in Switzerland.

## Boarding

Saint-Charles's boarding school can offer accommodation to several dozen students in a friendly and safe environment. Trained boarding school staff provide supervision. The mingling of the various nationalities present on campus promotes openness and stimulates curiosity, a key predisposition for entering the professional world of tomorrow.

Our students can choose between a 5-day and a 7-day boarding program options.

Our 7-day boarding program incorporates an extensive range of evening and week-end activities, under the full-time supervision of caring and responsible boarding staff. Students have a full program available for public holidays, long weekends and seasonal breaks.

In the 5-day program, students can arrive as late as 9:15 pm on Sunday and leave as early as 4:30 pm on Friday, and these students spend weekends and seasonal breaks at home. We can make special arrangements for temporary weekend care if needed by parents.

## Fees

Information about fees, payment deadlines, automatic reenrollment, etc. can be found in our "Application form" and in our "General conditions", both available on the school's website.