

1897



SAINT-CHARLES
- COLLÈGE ET LYCÉE -

Application form

Day school



Rte de Belfort 10 | CP 1156 | CH-2900 Porrentruy | +41 32 466 11 57



1. Student

Last name :

First name :

Gender F M

Date of birth (dd/mm/yyyy):

Main Nationality :

Place of origin :

Mother tongue :

Other spoken languages :

Mobile phone:

Does your child take her/his phone to school ? yes no

E-mail :

Religion :

Social security number (only for Swiss residents):

Health insurance:

Insurance number :

Liability Insurance :

Transit pass: yes no

If yes : Half-fare Abonnement Général (AG) VagABOND (specify area) : Other (specify) :

Brothers and sisters in Collège et Lycée Saint-Charles

2. Personal information

Has the student ever received any type of specialized support? (if yes, please specify) yes no

Speech therapy Psychomotor Child psychiatry Psychology Other

Has the student ever experienced difficulties in any of the following areas ?

Allergies Hyperactivity Other(s) On-going treatment

Others:

Has the student a special food scheme?

Vegetarian No pork Other(s)

3. Information in cases of emergency

Contact person : _____ Mobile phone : _____

Private phone : _____ Business phone : _____

Family doctor : _____ Phone number : _____

In a case of emergency, I authorize School personal to transport my child to a doctor or to the hospital depending of the situation yes no

4. Family information

Parent 1 : _____ Father Mother Other (specify)

Mr Ms. Last name _____ First name _____

Address : _____

Place and code : _____

Country : _____ Language for correspondence : _____

E-mail : _____ Mobile phone : _____

Private phone : _____ Business phone : _____

Profession : _____ Employer : _____

Married Separated Divorced Single Widower

Alumni Yes No

Parent 2 : _____ father mother other (specify)

Mr Ms. Last name _____ Frist name _____

Address : _____

Place and code : _____

Country : _____ Language for correspondence : _____

E-mail : _____ Mobile phone : _____

Private phone : _____ Business phone : _____

Profession :

Employer :

Married Separated Divorced Single Widower

Member of Alumni Yes No

ONLY TO BE COMPLETED IF DIFFERENT FROM PARENT 1 AND 2

Legal guardian : father mother other (specify)

Mr. Mrs

Last name :

First name :

Address :

Place and code :

Country :

Language for correspondence :

E-mail :

Mobile phone :

Private phone :

Business phone :

Profession :

Employer :

Married Separated Divorced Single Widower

Member of Alumni Yes No

5. Parental authority

	Parent 1	Parent 2	Both parents	Other
If parents are divorced or separated, who has legal custody of the child ? (in case of unique legal authority, please attach a copy of the judgment)				
If parents are divorced or separated, with whom does the student live ?				
If parents are divorced or separated, where should the invoices be sent ? (only one choice possible)				

6. Academic information

Current school

Current year at the moment

Current grade

Grade repeated yes no

Details of the main teacher or Director of the actual school

Starting date desired

Grade desired

SWISS NATIONAL PROGRAMMES

7. Primary School bilingual French-English

5th Harmos 6th Harmos 7th Harmos 8th Harmos

8. Middle School

9th Harmos 10th Harmos 11th Harmos

Option choice 10th and 11th Harmos

Latin Applied Mathematics and Science

9. High School (bilingual matura French-English and normal matura in French)

Bilingual maturité French-English

Normal maturité in French

- The same language can only be chosen once.
- You may choose Latin and English only if these subjects have been studied in Middle School.
- Bilingual matura : English and Visual Arts are mandatory.

Language II (oral and written exam)

German

Italian (ab initio)

Language III (no examination)

English

Latin

Greek

Arts

Visual Arts

Music

Special subject (oral and written examination)

Choice 1

Choice 2 *

English	<input type="checkbox"/>	<input type="checkbox"/>
Greek	<input type="checkbox"/>	<input type="checkbox"/>
Latin	<input type="checkbox"/>	<input type="checkbox"/>
Italian	<input type="checkbox"/>	<input type="checkbox"/>
Economics & Law	<input type="checkbox"/>	<input type="checkbox"/>
Biology & Chemistry	<input type="checkbox"/>	<input type="checkbox"/>

Choice 2 * : in case choice 1 could not be satisfied

Complementary subject – since the third year (oral and written examination)

	Choice 1	Choice 2 *
Geography	<input type="checkbox"/>	<input type="checkbox"/>
Visual arts	<input type="checkbox"/>	<input type="checkbox"/>
Physics	<input type="checkbox"/>	<input type="checkbox"/>
Religious science	<input type="checkbox"/>	<input type="checkbox"/>
Economics & Law	<input type="checkbox"/>	<input type="checkbox"/>
Biology	<input type="checkbox"/>	<input type="checkbox"/>
Philosophy	<input type="checkbox"/>	<input type="checkbox"/>
IT	<input type="checkbox"/>	<input type="checkbox"/>

Choice 2 * : in case choice 1 could not be satisfied

INTERNATIONAL SECTION. INTERNATIONAL BACCALAUREATE PROGRAMS

10. MYP International Baccalaureate (taught in English)

Middle school - Secondary school

Note: the study of French is compulsory in our school as a core subject.

MYP 3 (Grade 8, middle school program)

Compulsory languages

French (if not bilingual)

Language level : beginner intermediate

English language and literature

English language level: advanced intermediate

Choice of languages

German

German language level: beginner intermediate advanced

Spanish

Spanish language level: beginner intermediate advanced

Spanish language and literature (only if bilingual)

Senior school - Lycée

MYP 4 (Grade 9, high school program) MYP 5 (Grade 10, high school program)

Compulsory languages

French (if not bilingual)

Language level: beginner intermediate

English language and literature

English language level: advanced intermediate

Choice of languages

German

German language level: beginner intermediate advanced

Spanish

Spanish language level: beginner intermediate advanced

Spanish language and literature (only if bilingual)

11. International Baccalaureate DP (taught in English)

DP 1 - Grade 11 and DP 2

The programme consists of the compulsory core curriculum and six subjects to be chosen from the subject groups. Three subjects are to be taken at standard level (SL) and three subjects at higher level (HL). The core curriculum consists of the CAS programme (creativity, action, service), the ToK programme (theory of knowledge) and the essay (personal research).

DP 2 entrance: to be discussed with the Head of school and the IB DP coordinator

Group 1	English literature	SL <input type="checkbox"/>	HL <input type="checkbox"/>
	Spanish literature	SL <input type="checkbox"/>	HL <input type="checkbox"/>
	German language and literature	SL <input type="checkbox"/>	HL <input type="checkbox"/>
	English language and literature	SL <input type="checkbox"/>	HL <input type="checkbox"/>
	Chinese language and literature	SL <input type="checkbox"/>	HL <input type="checkbox"/>
	Spanish language and literature	SL <input type="checkbox"/>	HL <input type="checkbox"/>
	French language and literature	SL <input type="checkbox"/>	HL <input type="checkbox"/>
Group 2	German B	SL <input type="checkbox"/>	HL <input type="checkbox"/>
	Spanish B	SL <input type="checkbox"/>	HL <input type="checkbox"/>
	French B	SL <input type="checkbox"/>	HL <input type="checkbox"/>

Group 3	Economics	SL <input type="checkbox"/>	HL <input type="checkbox"/>
	History	SL <input type="checkbox"/>	HL <input type="checkbox"/>
	Geography	SL <input type="checkbox"/>	HL <input type="checkbox"/>
	ESS	SL <input type="checkbox"/>	
	Psychology	SL <input type="checkbox"/>	HL <input type="checkbox"/>
Group 4	Biology	SL <input type="checkbox"/>	HL <input type="checkbox"/>
	Chemistry	SL <input type="checkbox"/>	HL <input type="checkbox"/>
	Physics	SL <input type="checkbox"/>	HL <input type="checkbox"/>
Group 5	Mathematics Analysis & approaches	SL <input type="checkbox"/>	HL <input type="checkbox"/>
	Mathematics Application & Interpretation	SL <input type="checkbox"/>	HL <input type="checkbox"/>
Group 6	Visual Arts	SL <input type="checkbox"/>	HL <input type="checkbox"/>
Compulsory core curriculum: CAS, ToK and Extended Essay			

12. General information

How did you hear about Collège et Lycée Saint-Charles ?

Current/parent or Former student/parent

Family/friends

Website

Events

Advertising

Other

Educational agent (specify)

13. Payment method

Annual

Half-year

Monthly x 10

14. Particular remarks

As specified in the Terms and financial conditions, all personal data is collected by Collège et Lycée Saint-Charles.

I agree

Parents must accept the terms regarding data protection in order to validate the registration.

I agree (MANDATORY)

15. Collège et Lycée Saint-Charles Foundation (provides scholarships for students)

I would like to make a donation to the Collège et Lycée Saint-Charles Foundation

I do not want to make a donation to the Collège et Lycée Saint-Charles Foundation

16. Photo / Data protection

I agree that my child's photograph may be used in school communication

I do not agree that my child's photograph may be used in school communication

17. Required documents

Recent passport-sized photo	Confidential questionnaire	Photocopy of the passport, identity card or residence permit	School reports from the last two years	Report and decisions of granted compensation measures (cf. point 5)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

18. Signature of parents or legal guardian

By signing this document, the parents, and/or representative legally and/or financially responsible, confirm that they have read, understood and accepted the general terms and financial conditions here attached. Parents, and/or legal guardian hereby declare that all the enclosed information is correct.

Date	Parent 1 signature
------	--------------------

Date	Parent 2 signature
------	--------------------

Only to be filled if necessary

Date	Legal guardian's signature
------	----------------------------

Registration is considered definite upon reception of the admission fees (see general terms).

DAY SCHOOL GENERAL CONDITIONS 2022-2023

Introduction

The present General Conditions shall govern all contractual aspects of the relationships between the parents of our students and the Collège & Lycée Saint-Charles. They shall cover methods of communication, privacy policies and admission conditions as applicable in the Jura region and the rest of Switzerland. The school's various regulations, such as the General Conditions and the boarding school regulations, are available on the website and during the enrolment interview.

1. Admission

For admittance to the Collège & Lycée Saint-Charles, a form must be completed and submitted to the Collège's administration.

An interview with the admissions committee is required and the final registration shall be validated by payment of the admission fee. Sibling discounts do not apply to admission fees

A one-time admission fee of CHF 500 will be payable for each new student. This will not be refundable if the admission is cancelled. Any other indemnities for breach of contract are expressly reserved.

ADMISSION FEE	CHF 500.00
---------------	------------

2. Tuition, boarding and general costs

The tuition and boarding fees are detailed below. They include all lessons according to the syllabus, homework supervision and allowances, as detailed below. The tuition fees include fees for all courses shown in the class schedule, as well as supervised homework.

The official language for educational purposes is French. English is taught at all levels of the school and is also a teaching language in the bilingual Lycée. The official languages of the school are French, English, German and Italian at the Lycée.

Other languages not included in the official curriculum may be taught as extra-curricular activities. Rates for group lessons apply when 4 or more students attend; if there are fewer than 3 participants, the class will be billed as a semi-private or private lesson.

TUITION FEES		
	JURA	OUTSIDE THE CANTON
PRIMARY SCHOOL COURSE SWITZERLAND	CHF 6'600.00	CHF 14'400.00
MIDDLE SCHOOL COURSE SWITZERLAND (COLLÈGE)	CHF 7'200.00	CHF 18'000.00
SWISS LYCÉE - MATORIA (FRENCH)	CHF 9'600.00	CHF 20'400.00
BILINGUAL LYCÉE ENGLISH-FRENCH - MATORIA SWITZERLAND	CHF 12'000.00	CHF 24'000.00
INTERNATIONAL SECTION IB MYP 3	CHF 20'000.00	CHF 23'000.00
INTERNATIONAL SECTION IB MYP 4	CHF 22'000.00	CHF 33'000.00
INTERNATIONAL SECTION IB MYP 5	CHF 22'000.00	CHF 33'000.00
INTERNATIONAL SECTION IB DP	CHF 25'000.00	CHF 33'000.00

Boarding fees

The boarding fees include lunch.

ANNUAL BOARDING FEES	
1 LUNCH PER WEEK	CHF 390.00
2 LUNCHESES PER WEEK	CHF 780.00
3 LUNCHESES PER WEEK	CHF 1'170.00
4 LUNCHESES PER WEEK	CHF 1'560.00
5 LUNCHESES PER WEEK	CHF 1'950.00

General fees

General fees for books, school supplies, outings, special activity weeks (ski camp, primary-level field trips, other trips and inter-disciplinary weeks), cultural and sports activities and general administrative costs are billed per semester, once before the beginning of the school year, in July; and again before the start of the second semester, in January. The total will vary depending on the choice of school programme and year.

A snack break taken between in the afternoon is included in the general fee.

GENERAL FEES		
	JURA	OUTSIDE THE CANTON
PRIMARY SCHOOL	CHF 1'000.00	CHF 1'000.00
MIDDLE SCHOOL COURSE SWITZERLAND (COLLÈGE)	CHF 1'500.00	CHF 1'500.00
SWISS LYCÉE - MATURA (FRENCH)	CHF 1'500.00	CHF 1'500.00
BILINGUAL LYCÉE ENGLISH-FRENCH - MATURA SWITZERLAND	CHF 1'500.00	CHF 1'500.00
INTERNATIONAL SECTION MYP 3	CHF 1'500.00	CHF 1'500.00
INTERNATIONAL SECTION MYP 4	CHF 1'500.00	CHF 1'500.00
INTERNATIONAL SECTION MYP 5	CHF 1'500.00	CHF 1'500.00
INTERNATIONAL SECTION DP	CHF 2'500.00	CHF 2'500.00

3. Support and coaching classes in individual classes or in small groups

Support and coaching classes for small groups will be charged at the rate described below. Any additional private, semi-private or group classes are billed separately.

PRIVATE, SEMI-PRIVATE AND GROUP CLASSES - INDIVIDUAL SUPPORT AND COACHING	
PRIVATE CLASSES (LENGTH: 45 MINUTES)	CHF 100.00
SEMI-PRIVATE CLASSES, MAX. 3 STUDENTS (LENGTH: 45 MINUTES)	CHF 60.00
GROUP CLASSES (FOUR STUDENTS OR MORE, LENGTH: 45 MINUTES)	CHF 30.00

4. Preparation courses for language exams and examination fees

Any fees for preparation courses for official language diplomas will be invoiced during the semester.

Additional fees also apply for official examinations such as Cambridge, Goethe, CELI etc., as well as additional group lessons outside the normal timetable.

Fees for the final ECS (Ecoles Catholiques Suisses – Swiss Catholic Schools) examination and for the final Matura exam are included in the general fee.

OTHER ACADEMIC SERVICES

PREPARATION COURSES FOR LANGUAGE EXAMS BY SEMESTER	CHF 1'000.00
EXAMINATION FEES	
LANGUAGE EXAMINATION FEES	CHF 400.00
INTERNATIONAL BACCALAUREATE EXAMS	CHF 2'980.00

5. Textbooks and school supplies

Textbooks will be loaned to the students during compulsory schooling but need to be purchased at Lycée level. Books, exercise books, basic school supplies and support materials for extra classes are included in the general fee. Any licenses required for the use of digital textbooks will be charged separately.

6. IT equipment

Any student may at any time use PCs or Mac computers compatible with Office 365, provided by the school. Wireless network connections are available at the school. The school provides complete suites of computer equipment, both in the classrooms and in those rooms devoted to teaching computer science. If IT material is loaned to a student, it shall become that student's responsibility. In the event of any damage, theft or loss affecting that equipment, the appropriate fees will be charged.

7. Activities

All costs related to cultural or extracurricular activities are included in the general fee.

8. Communication

For environmental reasons, the Collège & Lycée Saint-Charles encourages the use of electronic communication methods. By signing these General Conditions, you consent to automatically receive all correspondence by email. If you do not wish this to happen, please put your email address in parentheses on the registration form.

9. Agreement for the use of photos for school marketing and documentation purposes.

For promotional and marketing reasons, the Collège & Lycée Saint-Charles produces and distributes promotional material on a regular basis. School events are highlighted on our Facebook page and on other social networks. If you do not wish for your child to appear in such publications, please state this expressly on the registration form.

10. Privacy Policy

The College & Lycée Saint-Charles complies with Swiss legislation with regard to the protection of personal information. Any person may, at any time, access, modify, or delete their personal information, especially after leaving the school.

Any personal data collected by the Collège & Lycée Saint-Charles at the time of enrolment will be used for admission purposes, administrative management of the studies and, if

needed, internships within Collège & Lycée Saint-Charles, as well as to provide other services to students.

The Collège & Lycée Saint-Charles may, under certain conditions, forward personal information to contractors within the school to whom it subcontracts services (such as cooks, travel partners, and out-of-school camp organisers).

11. Invoicing

Billing for tuition fees and boarding is processed annually, with 10 payment slips. All invoices are payable in advance, before the start of the classes. Billing may be processed by semester, on request. Any additional, non-included fees will be charged separately twice a year. Payments in cash will not be accepted.

In the event of a new arrival or a switch during the year, tuition will be charged pro-rata from the first day of the month.

12. Payment terms

All invoices must be paid within the payment term; the currency to be used is the Swiss Franc (CHF).

After this deadline, late payment interest will be charged at 1% per month. Administrative and reminder fees are charged in the event of late payment:

- 1st reminder: CHF 20.00
- 2nd reminder: CHF 50.00
- 3rd reminder: CHF 100.00

No place reservation can be processed until the registration fee has been paid. Any complaints concerning an invoice must be sent to the Collège via post within 30 days of its issue.

Students may not attend any class until all invoices have been paid.

13. Cancellation, change of status, notification, dismissal and related fees

For new students:

If registration is cancelled before 30 June, cancellation fees equivalent to two months of tuition will be charged.

A cancellation fee equivalent to three months of schooling will be applied if the registration is cancelled after 30 June.

For current students:

In the event that parents decide to withdraw a student before the end of the school year, all expenses for the current quarter shall be payable.

Any internal student transferring to the boarding school shall be subject to the same conditions.

In the event of a student being dismissed, all fees for the current quarter shall be payable.

14. Registration for the following school year

Parents are required to complete the re-registration form by 28 February. If a student withdraws after 28 February, the first three months' school fees will be due as compensation.

15. Student absence

As of the fourth consecutive week of any legitimate absence, half-board shall no longer be charged. A reduction will be granted to boarding school pupils.

No further reductions shall apply to tuition or other taxes.

16. Family reductions

Children from the same family benefit from the following reductions:

- Second child: 10% off tuition fees;
- Third child: 15% off tuition fees.

There shall be no discount on any other billed items.

17. Canton of Jura bursaries for Lycée students

Lycée students whose home address is in the Canton can benefit from state bursaries, pursuant the applicable laws regulating formal schools. At the beginning of the school year, the necessary information and forms are issued by the classroom teachers.

18. Canton of Jura bursaries for students of the obligatory school

Our students can apply for scholarships for the obligatory school. Relevant information on this topic will be sent to you by the beginning of the school year.

19. Financial contributions provided by Jura municipalities

Many municipalities pay part of the school fees they would be required to pay to public secondary schools either to the parents or directly to the Collège & Lycée Saint-Charles.

The administration department of Collège & Lycée Saint-Charles or of your local authority can provide further information.

20. Code of conduct and school regulations (dress code, drugs, alcohol, interpersonal respect)

The school codes of conduct and regulations are available on the website and form an integral part of these General Conditions. Failure to respect these codes will lead to disciplinary action. In the event of a serious violation of this contract or the current codes of conduct, the student may be dismissed with immediate effect.

By signing, parents accept that the school may test their child for the consumption of alcohol or non-prescription drugs. Parents hereby acknowledge that any student who supplies, possesses, or tests positive for non-prescription medications or drugs will be required to leave the school.

21. Personal belongings

The school strongly discourages students from bringing high-value items such as designer clothing, watches, or jewellery onto the premises. The management shall accept no responsibility for unmarked items and / or valuables that are not deposited with the boarding school house parents.

22. Changes to financial conditions

Upon their acceptance, these financial conditions apply to all students admitted for the current school year, irrespective of whichever edition of the financial conditions may have initially been signed by the parents. This edition of the financial conditions shall apply to all parents automatically. They can be sent to them on request by the administration department.

23. Applicable law and place of jurisdiction

Only Swiss law is applicable to the relationships resulting from this contract, regardless of the home address of the parents or legal representatives. Any legal conflict which could arise from this contract will be submitted to the jurisdiction of the Canton of Jura and the district of Ajoie in Porrentruy.

By signing this contract, the parents or legal guardians of the student undertake to fully accept the general conditions, school regulations and codes of conduct, and in case of re-registration, the general conditions that will be adapted for the following years, as well as any clauses forming part of the regulations of the College & Lycée Saint-Charles.

Parent 1

Name and surname:

Date and place:

Signature:

Parent 2

Name and surname:

Date and place:

Signature:

Legal representative

Name and surname:

Date and place:

Signature: