

1897



SAINT-CHARLES
- COLLÈGE ET LYCÉE -

Admission file Boarding school



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secretariat@saint-charles.ch www.saint-charles.ch

Passport photo

1. Student

Name

First name :

Gender

daughter boy

Date of birth :

Main nationality

Place of origin :

Mother tongue :

Other languages spoken :

Mobile phone :

E-mail :

Do they take their phone to school? yes no

Religion :

Health insurance :

Policyholder number :

Liability insurance :

Brothers and sisters at Saint Charles College and Lycée :

7-Days Boarding 5-Days Boarding

2. Health and food information

Does your child benefit from any special support measures? (if so, please specify and if necessary, medical records)

Logopedics Child psychiatry Psychology Other
Psychomotricity

Does your child suffer from any particular ailment? (if so, please specify)

Allergies

Hyperactivity

Other(s)

Useful information :

Does your child have a special diet?

Vegetarian

Pork-free

Other

3. Emergency information

Contact person :

Mobile phone :

Private phone

Business phone

Family doctor

Tel

In case of emergency, I authorise the staff of Collège et Lycée Saint-Charles to take my child to a doctor or hospital depending on the situation.

no

4. Family information

Legal representative 1 :

M.

Ms.

Name :

First name :

Father

mother

other (specify)

Address :

Postcode :

City :

Country :

Language of correspondence :

E-mail :

Mobile phone :

Private phone :

Tel prof:

Profession :

Employer :

Married

Separate

Divorced

Widower

Single

Alumni (former Saint-Charles student) Yes No

Legal representative 2 :

Mr. Mrs. Name :

First name :

Father

mother

other (specify)

Address :

Postcode :

City :

Country :

Language of correspondence :

E-mail :

Mobile phone :

Private phone :

Business phone :

Profession :

Employer :

Married

Separated

Divorced

Widower

Single

Alumni (former Saint-Charles student) Yes No

TO BE COMPLETED IF DIFFERENT FROM PARENTS 1 AND 2

Legal representative

Father

mother

other (specify)

Address :

Postcode :

City :

Country :

Language of correspondence :

E-mail :

Mobile phone :

Private phone :

Business phone :

Profession :

Employer :

Married

Separated

Divorced

Widower

Single

Alumni (former Saint-Charles student) Yes No

5. Parental authority

	Parent 1	Parent 2	Both	Other
If the parents are separated or divorced, which of the parents has legal parental authority (in the case of sole parental authority, please attach a copy of the judgment) ?				
If the parents are separated or divorced, with whom does the child reside?				
If the parents are separated, divorced, to whom should the bills be sent?				

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

ArtsVisual 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 - Grade 12

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"/>
	English language and literature	SL <input type="checkbox"/>	HL <input type="checkbox"/>
	German 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"/>
	Geography	SL <input type="checkbox"/>	HL <input type="checkbox"/>
	History	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 Application & Interpretation	SL <input type="checkbox"/>	HL <input type="checkbox"/>

	Mathematics Analysis & approaches	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			

11. General information

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

Parent of a currently enrolled student/
parent of a former student

Family / friends

Website

Events organised by the school

Advertising

Other Specify :

Education Officer (specify) :

12. Terms of payment

Annual

Half-yearly

13. Special remarks

14. Fondation du Collège et Lycée Saint-Charles

I wish to make a donation to the scholarship fund of the Collège et Lycée Saint-Charles yes no

15. Image rights

I give permission for my child's photo to be used in the school's communication yes no

16. Documents to be provided

Recent passport photo	Photocopy of identity document (passport or identity card or residence permit)	For Swiss residents, a certificate from the commune of residence	Vaccination booklet	School reports from the last two years	Report and decisions on compensation measures granted (see point 4)	School recommendation
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<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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17. Signature of parents or legal guardian

By signing, the parents and/or the persons civilly and/or financially responsible declare that they have read, understood and accepted the general conditions, the terms concerning data protection and the financial terms attached. They also declare that all the information given is correct.

Date	Signature of parent 1
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Date	Signature of parent 2
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TO BE COMPLETED ONLY IF NECESSARY

Date	Signature of legal representative
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➔ Registration is validated upon receipt of the admission fee (see general conditions).

GENERAL CONDITIONS BOARDING SCHOOL 2022-2023

Preamble

The present General Conditions regulate all contractual aspects between the parents of our students and the Collège et Lycée Saint-Charles. They mention the conditions of admission for boarders from the Jura, Switzerland, the European Union and outside the European Union, the fees, the communication modalities and the data protection rules. The various school regulations - general regulations, boarding regulations and dress code - are available on the website and during the admission interview.

1. Admission

In order to be admitted to the Collège et Lycée Saint-Charles, you must complete the ad hoc application form and send it to the Collège administration.

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

The admission fee amounts to CHF 3'000 and covers the administrative costs of admission and is not refundable. Any other or further compensation for breach of contract is expressly reserved.

Students are admitted to the Collège et Lycée Saint-Charles boarding school from the age of 10. A student enrolled at Collège et Lycée Saint-Charles will not be allowed to live independently.

ADMISSION FEE	CHF 3'000.00
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2. Visas and residence permits in Switzerland

Pupils can only attend classes if and as long as they have the necessary permits and visas. On the administrative side, the Collège et Lycée Saint-Charles takes care of the residence permit for all students on the basis of documents provided by the legal representatives. The residence permit is recognised in all countries of the Schengen area.

However, we kindly ask parents to apply for a student visa (for non-European students only) after receiving the documents from Collège et Lycée Saint-Charles. The latter declines all responsibility in the event of late arrival due to problems with visas or other documents required for the student's entry into Switzerland. In this case, the first term's fees are due.

The following documents must be presented to the Swiss embassy or consulate in the country of origin, translated into English or a Swiss national language.

School certificate ;

Student's motivation letter ;

Birth certificate or family book ;

Copy of passport ;

Proof of parents' financial resources ;

Swiss settlement permit issued by the Swiss embassy or consulate in the country of origin ;

Form of commitment to leave Switzerland at the end of the studies (available at the embassy) ;

Each non-European student must be announced by his/her parents to the embassy of the country of origin in Switzerland.

Switzerland does not require a visa for a number of countries, a list of which can be found on the Swiss government website (https://www.sem.admin.ch/sem/fr/home/publiservice/weisungen-kreisschreiben/visa/liste1_staatsangehoerigkeit.html).

For pupils from these countries, including all European Union countries, the documents below should be sent directly to the school, which will take care of the procedures with the population service of the Canton of Jura.

3. Schooling and boarding

The boarding and tuition fees are detailed below. They include the courses according to the timetable of the course followed, accompanied homework as well as the services detailed below.

SCHOOL FEES	
PRIMARY SCHOOL CURRICULUM CH	CHF 14'400.00
SECONDARY SCHOOL CURRICULUM CH (COLLEGE)	CHF 18'000.00
LYCEE MATURITE SUISSE (FRENCH)	CHF 20'400.00
SWISS BILINGUAL ENGLISH-FRENCH MATRICULATION SCHOOL	CHF 24'000.00
INTERNATIONAL SECTION MYP 3	CHF 23'000.00
INTERNATIONAL SECTION MYP 4 and 5	CHF 33'000.00
INTERNATIONAL SECTION DP	CHF 33'000.00

Boarding fees

The services for the 5-day boarding school are described below, as precisely as possible.

5-DAY BOARDING SCHOOL	
CHF 34'700	
INCLUDED	NOT INCLUDED
Boarding school management	KVG/LAMAL and private health insurance, dental costs
Full board	Additional books and supplies (in case of loss or damage). Digital book licences
Residence permit fee	
Books and school supplies	

Boarding school animation	School coaching (min. 4 students), private lessons, complementary FLE/AEL courses
Accompanied homework	Language examination preparation courses (CAMBRIDGE, GOETHE, CELI, CERVANTES)
Sports uniform (t-shirt, leggings or jogging pants)	Examination fees
In-school and local extra-curricular activities (curling, swimming, martial arts, athletics, football)	Horse riding, music lessons, golf, aviation, etc.
Day trips	Travel
Outings, concerts and theatre	Pocket money
Ski camp or multi-sport school camp (graduation trip not included)	Transfer from and to the airport
	Ski equipment hire
	Laundry and dry cleaning
	Occasional weekend at the boarding school

The services for the 7-day boarding school are described below, as precisely as possible.

7-DAY BOARDING SCHOOL	
CHF 49'000.00	
INCLUDED	NOT INCLUDED
Boarding school supervision including weekend activities	KVG/LAMAL and private health insurance and dental costs
Full board	Additional books and supplies (in case of loss or damage) Digital book licences
Residence permit fee	School coaching (min. 4 students), private lessons, complementary FLE/AEL courses
Books and school supplies	Language exam preparation courses (CAMBRIDGE, GOETHE, CELI, CERVANTES)
Boarding school animation	Examination fees
Accompanied homework	Horse riding, music lessons, golf, aviation, etc.
Sports uniform (t-shirt, leggings or jogging pants)	Travel

In-school and local extra-curricular activities (curling, swimming, martial arts, athletics, football)	Pocket money
Day trips	Transfer from and to the airport
Outings, concerts and theatre	Ski equipment hire
Ski camp or multi-sport school camp (graduation trip not included)	Laundry: additional and dry cleaning
Four extended weekends in the mountains or in a city	
Laundry	

VAT is charged in all cases where it applies.

4. Separately invoiced academic services

The official language of instruction is French. English is taught in all grades and is also the language of instruction in the bilingual lycée structure and in the international section. The official languages of the curriculum are French, English, German, Italian and Spanish in the lycée. Other languages outside the official curriculum can be taught outside the school. Group lesson rates apply from 4 or more students; below 3 students, the course does not open or will be charged at the price of a semi-private or private course.

Additional courses in FLE (French as a foreign language) and AEL (English as an additional language) are charged extra. Courses are set up for a minimum group of four students; below four participants, the course is charged at the semi-private or private rate. FLE/AEL courses may be made compulsory if the minimum level required to follow the course is not reached. In all cases, parents are informed.

ADDITIONAL FLE/AEL COURSES ANNUAL FEE	
8 periods per week maximum or pro rata billing	CHF 12'000.00

Individual or small group support and coaching courses

Support and coaching courses in small groups will be charged at the rate described below. Private, semi-private or group courses outside the curriculum are charged separately.

PRIVATE, SEMI-PRIVATE AND GROUP LESSONS - INDIVIDUAL SCHOOL SUPPORT AND COACHING	
PRIVATE LESSONS (45 MINUTE PERIOD)	CHF 100.00
SEMI-PRIMARY CLASSES MAX. 3 STUDENTS (45 MINUTE PERIODS)	CHF 60.00

GROUP LESSONS (ALL FOUR STUDENTS, 45 MINUTE PERIODS)	CHF 30.00
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Language examination preparation courses and examination fees

Fees for language exam preparation courses will be charged by the semester.

There are also additional fees for examinations such as Cambridge, Goethe, Celi.

The registration fees for the ECS end-of-compulsory-schools exams (Swiss Catholic Schools) and the Matura exams are included in the general fee.

OTHER ACADEMIC SERVICES	
LANGUAGE EXAM PREPARATION COURSES PER SEMESTER	CHF 1'000.00
EXAMINATION FEES	
LANGUAGE EXAMINATION FEES	CHF 400.00
IB EXAMS	CHF 2'980.00

5. Books and school supplies

Textbooks are available for loan in the compulsory school, for purchase in the lycée and in the international section. Books and exercise books as well as basic school supplies are included in the boarding fee. Licences for the use of digital textbooks are charged. Replacement of lost or damaged books and school supplies will be charged.

6. Cultural and academic activities

Boarding fees cover lectures and cultural outings such as: theatre, concerts, academic excursions. Trips abroad may be an integral part of the academic programme and additional fees will apply. These fees will be communicated to parents in advance on the relevant registration form. All registrations are final and non-refundable.

7. Sports and entertainment

The boarding fees also cover sports and entertainment: in-house sports activities, local sports clubs, entry to local sports facilities excluding fitness membership, weekend activities as listed at the beginning of the school year.

8. Computer equipment

Each student may need a computer, PC or MAC, compatible with the Office 365 suite, provided by the school. Wireless network connections are available in the school. The school provides a full range of computer equipment in classrooms, study rooms and computer rooms. When computer equipment is loaned to a student, he/she is responsible for it. In the event of damage, theft or loss of such equipment, a charge will be made.

9. Insurance

Health and accident insurance: these are compulsory in Switzerland for all students. The Collège et Lycée Saint-Charles organises the insurance and invoices the parents for the costs. Students who have a certificate of insurance from a company based in Switzerland and offering the necessary guarantees must present it at the time of registration. Their insurance card must be presented on arrival at the Collège.

As the insurance rates are annual and depend on the decisions of the competent federal authorities, an estimate of the costs is invoiced before the beginning of the school year, and a statement of account is drawn up afterwards.

Students will be charged for medical and nursing expenses.

HEALTH AND ACCIDENT INSURANCE COSTS	
BASIC HEALTH INSURANCE LAMAL AND PRIVATE	CHF 2'300.00

10. Other costs

Any other charges not mentioned in these Terms and Conditions will be subject to separate information and invoicing.

11. Family discounts

Children in the same family benefit from the following reductions:

- 2nd child: 10% on the school fees, boarding and accommodation
- 3rd child: 15% on school fees, boarding and accommodation

No reduction on other invoiced items.

12. Communication

For ecological reasons, Collège et Lycée Saint-Charles prefers to communicate electronically. By signing these Terms and Conditions, you automatically agree to receive all correspondence by e-mail. If you do not wish to do so, please put your e-mail address in brackets on the registration form.

13. Agreement to use photos for marketing and documentation of the school

For promotional and marketing purposes, Collège et Lycée Saint-Charles produces and distributes promotional material on a regular basis. School events are highlighted on our Facebook page and on social networks. If you do not wish your child to appear on these publications, please indicate this explicitly on the registration form.

14. Data protection

The Collège et Lycée Saint-Charles respects Swiss legislation on the protection of personal data. Anyone can access, modify or delete their data at any time, especially when leaving the school.

All personal data collected by the Collège et Lycée Saint-Charles during registration is used for admission, administrative management of their studies and possibly boarding at the Collège et Lycée Saint-Charles, as well as for other services offered to students.

Collège et Lycée Saint-Charles may, under certain conditions, pass on personal data to other school stakeholders to whom it subcontracts services (kitchen, travel partners and extracurricular camp organisers).

15. Billing

Invoices for school fees, board and lodging and insurance are issued annually. Invoices are payable in advance, before the start of the course. It is possible to request a half-yearly invoice. Any additional costs not included will be invoiced separately twice a year. Cash payments are not accepted.

In case of arrival or change during the year, the school fees will be charged on a pro rata basis from the first day of the month.

16. Payment deadlines

Invoices must be paid within 30 days of invoicing; the currency is the Swiss franc (CHF).

After this period, interest on arrears of 1% per month will be charged. Administrative and reminder costs are charged for late payment:

- 1^{er} reminder: CHF 20.00
- 2^e reminders: CHF 50.00
- 3^e reminders: CHF 100.00

No reservation of places can be made until the admission fee has been paid. Any complaint concerning invoices must be sent by post to the College within 30 days of their issue.

Pupils will not be allowed to attend classes until the invoiced fees have been paid.

17. Cancellation, change of status, notification, return and related costs

For new students :

If the registration is cancelled before 30 June, a cancellation fee equivalent to two months' tuition and boarding will be charged.

A cancellation fee equivalent to three months' tuition and boarding will be charged if the registration is cancelled after 30 June.

For current students :

If a student withdraws before the end of the school year, all fees for the current term and the following term are due.

Any boarding student who transfers to the day school is subject to the same conditions.

Unless parents give written notice before 31 March, pupils are tacitly enrolled for the following school year. If the tacit re-enrolment is cancelled after 31 March, the school fees for the first three months will be due as compensation.

In the event of a student's dismissal, all fees for the current semester are due.

18. Registration for the following school year

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

19. Student absences

From the fourth consecutive week of absence with good reason, a reduction in boarding fees will be granted.

No further reductions are made on school fees or other taxes.

20. Pocket money

Weekly pocket money deposited with the accounts department may be distributed to students by the College accounts department or by the boarding prefects. It is recommended that reasonable amounts are used and that pocket money is adapted to the age of the children. The school does not encourage access to free bank accounts or additional funds. In exceptional circumstances, and if parents wish the College to distribute additional pocket money, parents must deposit the amount in an account with the accounts department.

21. Code of conduct and school rules (dress code, drugs, alcohol, individual respect)

The school's codes of conduct and rules are available on the website and form an integral part of the General Conditions. Failure to comply with the codes of conduct will lead to disciplinary action. In the event of a serious breach of this contract or of the codes of conduct in force, the student may be expelled with immediate effect.

By signing, parents agree that the school may test their child for the use of alcohol and non-prescribed drugs. Parents hereby acknowledge that any student who provides, possesses or tests positive for non-prescription drugs or drugs will be required to leave the school with expulsion penalties.

22. Personal effects

The school strongly discourages students from bringing high-value items such as branded clothing, watches or jewellery to school. The management accepts no responsibility for unmarked items and/or valuables that are not deposited with the boarding school officials.

23. Change in financial conditions

Upon acceptance, these financial conditions apply to all pupils admitted for the current school year, regardless of the edition of the financial conditions initially signed by the parents. The present edition of the financial conditions applies automatically to all parents. They can be sent to them on request to the secretariat.

24. Applicable law and place of jurisdiction

Swiss law shall be the only law applicable to the relationship arising from this contract, regardless of the domicile of the parents or legal representatives. The domicile and place of jurisdiction for all difficulties that may arise in connection with this contract is the Canton of Jura and the district of Ajoie, Porrentruy.

By signing, the parents or legal guardians of the student agree to fully accept the general conditions, the attached school rules and codes of conduct, and in case of re-enrolment, the general conditions which will be adapted for the following years as well as all clauses forming part of the rules of the Collège et Lycée Saint-Charles.

Parent 1

Full name:

Date and place:

Signature:

Parent 2

First and last name:

Date and place:

Signature:

Legal representative

First and last name:

Date and place:

Signature: