



## ACADEMIC YEAR APPLICATION FORM

### STUDENT

Surname	First name
Gender F <input type="checkbox"/> M <input type="checkbox"/>	Email
Date of birth	Place of birth
Nationality	Mother tongue
Passport number	Passport valid until
To whom should mail be addressed? <input type="checkbox"/> Parents <input type="checkbox"/> Father <input type="checkbox"/> Mother <input type="checkbox"/> Other:	
Student's mobile phone number (while the student will be at Monte Rosa)	

### PARENT / LEGAL GUARDIAN

Surname, First name of the father (or legal guardian if applicable)	
Profession	
Address	City
Email	Country
Home Phone	Mobile Phone
Surname, First name of the mother (or legal guardian if applicable)	
Profession	
Address	City
Email	Country
Home Phone	Mobile Phone

### BUSINESS ADDRESS

Company Name	City
Address	Country
Telephone	Email
Business Phone	Mobile Phone

### SCHOOL STAY

Date of entry:	Approximate Length of stay at school:
Date of departure:	

Boarding student: Arrival and departure week days only. Arrival between 9:00 a.m. and 5:00 p.m. at the school.

### HOW DID YOU HEAR ABOUT US?

<input type="checkbox"/> Friends/Family	<input type="checkbox"/> Educational Website (Please specify):	<input type="checkbox"/> Other:
<input type="checkbox"/> Internet Search	<input type="checkbox"/> Agency (Please specify below)	

### AGENT (IF APPLICABLE)

Surname	First name
Phone number	Email
Postal Address	
City, Postal Code, Country	
Company Name with official stamp	

## PREVIOUS EDUCATION

School grades/classes	From/to	School website

<b>Name and address of current school</b>	
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Has the applicant ever been expelled from another school, or ever asked to leave a school?  YES  NO  
If YES, please specify the school name and academic year:

Which division of the English-speaking section does the applicant wish to enter?	
<input type="checkbox"/> American senior high school (grades 9 to 12)	Grade
<input type="checkbox"/> The junior high school (American grade 7 and 8)	Grade
<input type="checkbox"/> The Elementary school (American grades 3 to 6 combined with the Junior school)	Grade
<input type="checkbox"/> Postgraduate year (grade 13)	
<input type="checkbox"/> Individualized Education Program	
<input type="checkbox"/> Modern language section	
<input type="checkbox"/> English as foreign language	

Which foreign languages have been studied previously?		
Language	For how many years?	Knowledge (good, average, weak)
<input type="checkbox"/> English		<input type="checkbox"/> fluent <input type="checkbox"/> conversational <input type="checkbox"/> beginner
<input type="checkbox"/> German		<input type="checkbox"/> fluent <input type="checkbox"/> conversational <input type="checkbox"/> beginner
<input type="checkbox"/> French		<input type="checkbox"/> fluent <input type="checkbox"/> conversational <input type="checkbox"/> beginner
<input type="checkbox"/> Other:		<input type="checkbox"/> fluent <input type="checkbox"/> conversational <input type="checkbox"/> beginner

<b>Does the student require language support such as ESL?</b>	<input type="checkbox"/> YES <input type="checkbox"/> NO
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## INTERESTS

Which profession or university pathway does the student have in mind?

List of hobbies and interests:

## WHO SHOULD WE CONTACT IN CASE OF EMERGENCY

Surname	First name
Relation to the student	Phone number

## HEALTH FORM (Part 1)

<b>The Health form requires signature from the parents or legal guardian.</b>		
Student surname		Student first name
Weight	Height	Blood group

<b>Medical History: Please inform the school of any serious problem affecting your child's health</b>		
<b>Health Affection</b>	<b>YES/NO</b>	<b>Comments</b>
Asthma	<input type="checkbox"/> YES <input type="checkbox"/> NO	
Diabetes	<input type="checkbox"/> YES <input type="checkbox"/> NO	
Epilepsy	<input type="checkbox"/> YES <input type="checkbox"/> NO	
Respiratory problems	<input type="checkbox"/> YES <input type="checkbox"/> NO	
Heart problems	<input type="checkbox"/> YES <input type="checkbox"/> NO	
Tuberculosis	<input type="checkbox"/> YES <input type="checkbox"/> NO	
COVID-19	<input type="checkbox"/> YES <input type="checkbox"/> NO	
Skin problems	<input type="checkbox"/> YES <input type="checkbox"/> NO	
Nervous problems	<input type="checkbox"/> YES <input type="checkbox"/> NO	
Digestive problems	<input type="checkbox"/> YES <input type="checkbox"/> NO	
Back problems	<input type="checkbox"/> YES <input type="checkbox"/> NO	
Other, please specify:		

Date of last dental check-up	
Has the student been operated for appendicitis	<input type="checkbox"/> YES <input type="checkbox"/> NO
Previous illnesses and operations (Please, specify if applicable)	

<b>Known allergies to</b> <input type="checkbox"/> Medicine <input type="checkbox"/> Food <input type="checkbox"/> Other (insect stings, etc.) If you ticked one of the above boxes, please specify the known allergy:

<b>Medication: any student under medication must bring a doctor's prescription to the school.</b>	
Is the student presently under medication? <input type="checkbox"/> YES <input type="checkbox"/> NO	
If YES, please specify the reason of the medication:	
Medicine (specify name) and dosage:	

<b>General Questions</b>	<b>YES/NO</b>	<b>Treatment</b>
Glasses	<input type="checkbox"/> YES <input type="checkbox"/> NO	
Contact lenses	<input type="checkbox"/> YES <input type="checkbox"/> NO	
A hearing device	<input type="checkbox"/> YES <input type="checkbox"/> NO	
Brace or dental apparatus	<input type="checkbox"/> YES <input type="checkbox"/> NO	
Name any infant illnesses your child has had (eg. Chicken pox, measles):		
Does the student need to follow a special diet?	<input type="checkbox"/> YES <input type="checkbox"/> NO	If YES, please specify:
Is your child able to swim?	<input type="checkbox"/> YES <input type="checkbox"/> NO	
Is your child able to participate in all sports?	<input type="checkbox"/> YES <input type="checkbox"/> NO	If NO, please specify:

## HEALTH FORM (Part 2)

Vaccines	YES/NO	Date(s) of vaccine and booster injections
Tetanus	<input type="checkbox"/> YES <input type="checkbox"/> NO	
Diphtheria	<input type="checkbox"/> YES <input type="checkbox"/> NO	
Poliomyelitis	<input type="checkbox"/> YES <input type="checkbox"/> NO	
Tuberculosis	<input type="checkbox"/> YES <input type="checkbox"/> NO	
German measles	<input type="checkbox"/> YES <input type="checkbox"/> NO	
Mumps	<input type="checkbox"/> YES <input type="checkbox"/> NO	
COVID-19	<input type="checkbox"/> YES <input type="checkbox"/> NO	
Whooping cough	<input type="checkbox"/> YES <input type="checkbox"/> NO	
Typhoid fever	<input type="checkbox"/> YES <input type="checkbox"/> NO	
Hepatitis A	<input type="checkbox"/> YES <input type="checkbox"/> NO	
Hepatitis B	<input type="checkbox"/> YES <input type="checkbox"/> NO	
Other, please specify:		

The undersigned, legal respondent for the child, authorizes the Management of Monte Rosa to take, if necessary, any measures (medical treatment, hospitalisation, surgical intervention) needed for the student's health under medical advice.

By his/her signature, the parent or legal guardian certifies that the information given in this form is correct.

**Place and Date**

**Signature of the Parent / Legal Guardian**

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## TERMS & CONDITIONS

1. Guiding principle: Directors, teachers and students of the school form a community based on mutual understanding. For this reason, we only admit students who are prepared to devote all their energies to the furthering of this spirit, and to give their best to the school and its social life. Institut Monte Rosa guarantees that lessons will be carried out in accordance with the timetable, and the program of studies for which the student has been enrolled. The physical and mental health and academic suitability of the student should satisfy the school's requirements. Information as to particular points of school discipline is contained in a special booklet, a copy of which is given to every student upon entering the school, these rules must be accepted.
2. Information concerning fees is mentioned in the Academic Year Fees document. Outstanding fees will delay or preclude the delivery of school reports or examination results. Delay in payment will be subject to a reminder fee.
3. Date of admissions: It is most advisable to enter the school at the commencement of the school year. Under special circumstances it is also possible to enter during the current school year. The school year has three terms: 1st term from the beginning of September to December, 2nd term from January to March, 3rd term from April to June. When applying for the Academic Year program, students are required to stay until the final examinations of the Academic Year.
4. Advanced notice of departure: the School Management must make arrangements in advance concerning the organization of classes, the structure of timetables, room lists and recruitment. Parents are required to communicate by email or by registered letter the departure date of the student, at the latest the 30<sup>th</sup> April for the end of the school year in June, and at the latest the 31<sup>st</sup> December for the end of the 2<sup>nd</sup> term in March. If this is not the case, the fees are legally due for the following term.
5. By signing this Application form, the parents/legal guardian agree to the Terms and Conditions, Terms of Payment, School Rules, and to support the school administration wholeheartedly, to strictly observe the house rules, and to comply with the regulation which states that students may only be freed from lessons in exceptional circumstances.
6. Upon application, a non-refundable enrolment fee of CHF 800.- is required. A deposit of CHF 5'000.- is to be paid to confirm the enrolment. The deposit will be credited to the final account, under the provision that the pupil leaves the school in accordance with paragraph 4. If this is not the case, or in case of cancellation of the reservation or no show, the deposit will be retained as a cancellation fee.
7. The School Management reserves the right, after informing the parents, to expel from the school students whose conduct engages any behaviour detrimental to the spirit of the school community and its well-being. The expulsion of a student does not entail any financial compensation for the term in question.
8. When the students leave the school definitively, they must take all their personal belongings or arrange for it to be shipped. Lost, forgotten and missing personal effects of the students will be given away, if no claim to the School Management is made within 30 days after departure date.
9. We ask all parents living overseas to deposit a return ticket for the student's return journey. At the end of the student's stay this enables the school to make reservations for the return journey well in advance.
10. We would ask parents to send written requests for permission for weekend absence and the necessary travel documents, so that the school receives them not later than the previous Wednesday. Weekend leave is only permissible during the school terms when there are no classes. In the interest of the school and the students, it is imperative that they do not miss lessons through parental visits.
11. The School Management believes in encouraging a sense of responsibility among the students and in convincing them that their stay at school provides them with a firm foundation for their future life. Parents are therefore asked not to allow their children to incur extra expenses unless they have first corresponded with the school. For expensive purchases such as clothing, sports equipment etc. written permission will be sought from parents, unless they have already authorised the school to deal with such things. Textbooks, exercise books and school materials are supplied by the school at the student's expense. All material is to be provided in accordance with the class-teacher's instructions.
12. During the holidays, rooms and cupboards are thoroughly cleaned and so we request that students place all possessions they cannot take on holiday with them in storage. Storage is available for this purpose and the charge is debited to the account.
13. We ask parents not to offer gifts or invitations to members of the staff. This can cause sensitive feelings amongst the staff.
14. It is forbidden for students to have vehicles (motor cars, motor cycles, boats or canoes) or to use motor vehicles while enrolled in the school. Animals and pets are not allowed.
15. Day students are accepted only if parents live in the Montreux region and can take the responsibility for their general well-being.
16. The school requests that students are not given valuables or large sums of money as the school cannot be held responsible for loss of money or valuables. If necessary, such items may be deposited with the school for safekeeping. Understandably, the school cannot be held responsible for either stereo equipment or clothing.
17. The parental authority confirms the acceptance that the student will participate in sport activities which entail an inherent risk of accident (activities such as but not limited to horseback riding, biking, water sports, ice skating, skiing, snowboarding, sledging etc.)
18. We may publish photographs taken during the course. Should the parent or legal guardian not agree, the School Management must be advised prior to the start of the course.
19. Compulsory residence taxes will be added to the final invoice.
20. The School Management cannot be held responsible in the case of limitations or exemptions of liability which are based on international agreements or national laws.

21. Any students who cause damage or suffer an accident should immediately report such incidents to the staff. Requests for refunds or compensation from the School Management should be sent in writing within one month of the final date of the contract; supporting evidence should be included. All rights will be forfeited if any accidents, damages, refunds and/or compensation are not requested according to the above guidelines.
22. Parents are responsible for keeping to immigration regulations.

The terms of this contract are in compliance with the Swiss law. The place of jurisdiction is Montreux (Switzerland).  
The School Management has the right to bring a lawsuit against the parental authority in his usual place of residence.

By his/her signature, the parent or legal guardian certifies that the information given in this form is correct and accept the Terms and Conditions.

**Place and Date**

**Signature of the Parent / Legal Guardian**

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**Bank Account in Swiss Francs, located in Montreux, Switzerland:**  
**UBS S.A. CH-1820 Montreux**  
**Swift: UBSWCHZH80A**  
**Account: Monte Rosa S.A. No. 0249/683.756.01 L**  
**IBAN: CH370024 924968 375601 L**

**Montreux, Updated 1st July 2020**  
**The board of Directors Monte Rosa S.A**