

**Distance Learning Programme
IIL-Online**

**Conditions
& Fees**

The Institut International de Lancy (IIL) is a private international school providing primary and secondary education. In addition to guiding all learners in their schooling and preparing them for academic diplomas, IIL conveys core values and supports students in becoming responsible and autonomous individuals.

The Institut International de Lancy and the legal guardians, as well as the pupils over the age of 18, are bound by a fixed-term school contract, concluded for one academic year. The school contract is effective upon written acceptance of an enrolment for IIL-Online programme.

1. Admissions

There is no entitlement to enrolment. The General Management can refuse a request for enrolment without disclosing a reason.

The legal guardians complete an admission form which is reviewed with the greatest attention by the General Management.

After the application has been accepted, a CHF 500.– non-refundable fee payable within 15 days is required to confirm enrolment. If the enrolment is cancelled or the pupil does not begin school on the foreseen date of entry, no reimbursement will be granted.

By signing the IIL-Online programme enrolment form, the legal guardians accept and agree unconditionally to the terms of enrolment, the applicable rules and regulations, and the present Terms & Conditions.

2. Academic calendar

The academic calendar is that of the Institut International de Lancy, published on the website: <https://www.iil.ch/en/calendar/>.

Pupils are required to respect the academic calendar and keep to their daily timetable.

3. Billing

Enrolment is for one full academic year (from the end of August to the end of June).

Tuition fees are divided into two semesters and payable in advance as follows:

- 1st semester: end of January
- 2nd semester: end of June

Invoices are sent by email only. The legal guardians agree to pay the tuition fees by bank transfer within ten days of receiving the invoice. In the event of late payment or non-payment, the General Management reserves the right to take measures which may include the exclusion of the student from the distance learning programme.

In the event of an extended absence, no reduction of fees will be granted. Should a pupil leave the school or be expelled during the course of the year, the total fees for the current term are due unless an exceptional exemption is granted by the General Management at its sole discretion.

For pupils arriving during the school year, the enrolment fee as well as tuition fees for the full current semester are due unless an exceptional exemption is granted by the General Management at its sole discretion.

Tuition fees depend on the number of lessons taught and the number of students per lessons. They are communicated to the family once this information is known.

Tuition fees include:

- online teaching and individualised tutoring time with teachers
- application licenses and access to digital resources
- technical assistance and training in applications
- two cohesion and induction days on IIL premises or remotely at the beginning of the school year*
- two cohesion days and annual meeting on IIL premises or remotely at the end of the school year*

**Transport, commuting and accommodation costs are not included and falls under the responsibility of the legal guardians.*

The following costs are not included in tuition fees and are billed additionally:

- enrolment fees: CHF 500.- (non-refundable)
- pedagogical material and related technical support: rates are communicated at the time of enrolment as they are dependent on the class of enrolment
- equipment shipping costs if the student cannot come to IIL premises in person

4. Pedagogical Equipment

An iPad set up by IIL is provided to the student as a tool for online teaching. A deposit of CHF 500.- is invoiced to the legal guardians. The deposit will be refunded when the student leaves the IIL-Online programme, provided that the device has been returned in full working order. Access to digital applications is only valid for the time of enrolment to the programme.

If the student cannot come to the School before the start of the school year, IIL-Online trainers provide remote training in the equipment and applications.

In the event of damage, theft or loss of the iPad, the cost of the new equipment and shipping expenses are billed to the legal guardians. The equipment is sent as soon as payment is received. In the meantime, a temporary solution is put in place in agreement between the legal guardians and the Management.

5. **Rights and obligations of the pupil and legal guardians**

The school contract concluded between the Institut International de Lancy and the legal guardians give rise to rights and obligations for each party.

Once a pupil has been admitted to the programme, his or her place is ensured for as long as the regulations are upheld and the fees are paid.

The IIL-Online programme rules and regulations must be respected by the pupil. If the pupil does not respect them, disciplinary actions may be taken, which the legal guardians are not entitled to challenge. A pupil whose behaviour or school work is not satisfactory may be excluded from the programme by the General Management at any time.

In order to fulfil its educational purpose, it is essential that the legal guardians and the pedagogical team ensure positive and constructive relations. Therefore, the Management reserves the right, at its sole discretion, to exclude from the programme a student whose legal guardians have a negative attitude towards IIL-Online, a member of its staff and/or another student, at any time. Legal guardians challenging the decisions of the Management, including as regards the applicable rules and regulations, any disciplinary measures or pedagogical questions, may constitute grounds for exclusion.

6. **Confidentiality**

All equipment, documents and materials provided remain the property of IIL-Online at all times and must not be distributed, shared or sold.

Confidentiality and data protection are essential at IIL-Online.

The Institut International de Lancy is publishing its policy on privacy and data protection. The Privacy and Data Protection Policy, hereby attached, is an integral part of the present Terms & Conditions and covers staff activities within the Institut International de Lancy in their entirety. By accepting the current Terms & Conditions, the students, their legal representatives, and all other persons concerned, accept concurrently and unconditionally the Privacy and Data Protection Policy of the Institut International de Lancy.

Furthermore, specific conditions apply to the consultation and use of IIL-Online website and can be viewed via this link: <https://online.iil.ch/privacy-policy/>. Notwithstanding, the overall conditions relative to the use of the website fall within the general framework laid out in the Privacy and Data Protection Policy of the Institut International de Lancy.

The Institut International de Lancy's Privacy and Data Protection Policy is aligned with the Swiss federal law on data protection (Loi sur la protection des données, LPD) and

the European General Data Protection Regulation (GDPR) in effect since 25th May 2018, and complies with its core elements. In particular, it defines the manner in which data and user rights are dealt.

7. **Final Conditions**

The conditions and rates here within are applicable for the school year specified on page 1. The General Management reserves the right to review them from one year to the next.

The present conditions have been written in French and English. In case of divergence between the two versions, the French version serves as reference and is legally binding.

Any litigation related to the said conditions or to the education of a pupil within the IIL-Online Programme is subject exclusively to Swiss law and the jurisdiction of the Geneva Tribunal. Parents have the right to appeal to the Federal Tribunal.

September 2023