ONLINE
Institut International de Lancy

Distance Learning Programme

IIL-Online

Terms & Conditions

August 2026

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

The Association Institut International de Lancy also offers a distance learning programme, IIL-Online, for students who do not attend IIL. The programme is tailored to the child's needs and follows the provisions herein.

1. Purpose

The present document defines the terms and conditions applicable between IIL and any individual enrolling for the distance learning programme.

2. Agreement and obligations

IIL assigns a qualified teacher to meet the requirements of the request for courses.

By accepting the course programme proposed by IIL, the legal guardians approve without reservation the organisation put in place and the present Terms & Conditions.

The course programme proposal includes the start date, number of periods and frequency of the lessons.

Students must adhere to the academic calendar and the daily timetable allocated to them.

The academic calendar of the Institut International de Lancy applies and is available on the IIL's website: https://www.iil.ch/en/calendar/. No lesson is delivered during the holidays and breaks specified in the academic calendar. If the student is absent for personal reasons (holidays, travel, etc.) outside of the holidays and breaks specified in the academic calendar, lessons will not be rescheduled and there will be no refund.

A certificate of schooling can only be issued once lessons have begun.

3. Educational offer

The courses on offer fall into four categories:

1. Refresher courses, support courses in one or more subjects, depending on the request
2. Preparation for language certifications
3. Preparation and validation of digital skills certifications
4. Comprehensive curriculum for students who do not live in Geneva and are unable to attend a school

A student under 18 can only follow online courses if their legal guardians have given their permission.

The courses listed in points 1, 2 and 3 above require a two-week lead time to organise the course. However, applications can be made at any time of the year.

The “Comprehensive curriculum” referred to in point 4 above is delivered over a full academic year, from 1 September to mid-June of the following year. Applications must be submitted by 30 June of the previous academic year to ensure that courses can start on 1 September. Any applications submitted after this date will require additional time to organise.

4. Organisation

Classes are given via Teams videoconference system. The link to connect to the videoconference is sent by the teacher before the first lesson.

The teacher can give the students homework to be done from one lesson to the next.

5. Billing

Tuition costs include online education as well as any course materials and postage charges.

Tuition costs are payable in advance, in Swiss Francs, as per the proposal issued by IIL.

Invoices are sent by email only. The legal guardians agree to pay the tuition costs by bank transfer within seven days of receiving the invoice. The courses start once IIL has received payment of the first invoice.

If the student drops out of the courses, the tuition costs remain payable.

6. Force majeure

In the event of force majeure as defined by current case law, online courses will be suspended in whole or in part. Force majeure is defined as any external, unforeseeable and insurmountable event which prevents IIL-Online from fulfilling its contractual obligations.

If a case of force majeure–as defined above–occurs, IIL informs the legal guardians as soon as possible, and the lesson is rescheduled, at the convenience of the student and/or their legal guardians, or refunded.

If the student is unavailable for a lesson due to force majeure, the missed lesson can be rescheduled provided that proof is produced. No refund is possible.

7. Cancellation of a lesson already scheduled

Any cancellation at the request of the student and/or their legal guardians, other than for reasons of force majeure, must be sent by email to onlineprogrammes@iil.ch at least 24 hours before the start of the lesson. The lesson is then rescheduled according

to the teacher's availability. If a lesson is cancelled less than 24 hours in advance, it is not rescheduled and will be deducted from the number of lessons initially set.

8. Absence and lateness of the student

The student is called via Teams at the beginning of the lesson. Should he or she not respond, a new attempt is made five minutes later. If the student cannot be contacted, the lesson is cancelled and the legal guardians are informed of the incident by email. The lesson will not be refunded or rescheduled.

9. Commitment of IIL

IIL assigns a qualified teacher who can meet the needs of the student. If the teacher is absent, the legal guardians are notified and the lesson is rescheduled.

In the event of a teacher's prolonged absence, IIL assigns another qualified teacher to ensure the continuation of the course.

10. Commitment of the student

The student must attend, alone, from the start of the lesson and ready with the equipment necessary to ensure the smooth running of the lesson. He or she must have done any work requested beforehand.

During the lesson, the student adopts a serious and respectful behaviour towards their teacher. Their clothing is appropriate and adapted to learning. The camera is switched on throughout the whole lesson.

11. Rights and obligations of the student and legal guardians

The agreement concluded between IIL and the legal guardians give rise to rights and obligations for each party.

Once a student has been admitted to the programme, his or her place is ensured for as long as the regulations detailed in art. 10 above are upheld and the fees are paid.

The Management reserves the right to exclude from the programme a student whose behaviour or investment is not satisfactory, at any time. The legal guardians of the student are not entitled to challenge this decision.

In order to fulfil 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.

12. Confidentiality

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

It is strictly forbidden to film or make audio records of any lessons.

Confidentiality and data protection are essential at IIL-Online. For its part, IIL-Online is committed to protecting the data of students and their legal guardians.

13. Amendments

IIL reserves the right to amend the provisions of the present Terms & Conditions if necessary. The changes will only apply to course requests made after the date of the amendment.

14. Litigation

Any litigation related to the present terms and conditions or to the education of a student within the IIL-Online Programme is subject exclusively to Swiss law and the jurisdiction of the Geneva Tribunal, with the right of appeal to the Federal Tribunal.