

Application form



LEMANIA COLLEGE

Swiss private School in Lausanne
Founded in 1908

Lémania College – Chemin de Préville 3 – CP 550 – 1001 Lausanne,
Suisse

Tél. +41 (0)21 320 15 01 – E-mail: admission@Lemania.ch
www.Lemania.ch

STUDENT INFORMATION

PLEASE PRINT IN CAPITAL LETTERS

Please attach an ID photo

Last name: _____ First name: _____

☐ Female ☐ Male

Date of birth: _____

Nationality: _____ Place of birth: _____

If Swiss, place of origine: _____

Mother tongue: _____

Passport's number/ ID card: _____

(Please attach a copy of the student's passport (if a visa is required))

E-mail: _____ Phone: _____

Do you need a visa to study in Switzerland? ☐ Yes ☐ No

STUDENT'S ADDRESS IN SWITZERLAND (IF KNOWN)

Street name and number: _____

Postal code: _____

City: _____

GENERAL INFORMATION CONCERNING PARENTS/ LEGAL GUARDIAN

PLEASE PRINT IN CAPITAL LETTERS

Mother's last name: _____ Mother's first name: _____

Father's last name: _____ Father's first name: _____

Legal guardian's last name: _____ Legal guardian's first name: _____

Street's name and number: _____

Postal code: _____ City: _____

Country: _____

Father's occupation: _____ Father's phone: _____

Mother's occupation: _____ Mother's phone: _____

Phone number (Home): _____ Phone number (work): _____

Father's email: _____ Mother's email: _____

Person to contact in case of emergency (full name and phone number): _____

BILLING ADDRESS (IF DIFFERENT FROM POSTAL ADDRESS)

Company's name: _____

Last/ first name of the person responsible for the payment: _____

Street's name and number: _____

Postal code: _____ City: _____ Country: _____

CHOICE OF PROGRAM

ACADEMIC COURSES

SECONDARY STUDIES

☐ 7e H☐ 8e H☐ 9e H☐ 10e H☐ 11e H☐ Revision in summer☐ Lunch & afternoon studies☐ Vegetarian☐ Afternoon studies

SWISS MATURITE

☐ Preparatory for Swiss Maturite☐ Connection to high School with German☐ Connection to high School without German☐ Class 4☐ Class 3☐ Class 2☐ Class 1☐ Class CM

FRENCH BACCALAUREATE

☐ Second☐ First☐ Terminal

INTERNATIONAL BACCALAUREATE (IB) IN ENGLISH:

☐ Preparatory class (IB)☐ IB1 (Year 1)☐ IB2 (Year 2)

INTENSIVE LANGUAGE COURSES

☐ English ☐ French☐ 15 hours/ week☐ 20 hours/ week (French)

Duration: _____

SUMMER CAMP:

☐ English☐ 15 hours with Boarding School☐ 15 hours without Boarding School☐ French☐ 20 hours with Boarding School☐ 20 hours without Boarding School☐ IELTS 20 hours with Boarding School☐ IELTS 20 hours without Boarding School

Duration: _____

COMMERCIAL STUDIES

☐ Business management diploma☐ Secretarial diploma☐ Business diploma☐ CFC commerce profile B☐ Executive secretary diploma☐ Pre-apprenticeship certificate

DATE OF PROGRAMME

Starting date: _____ (DD/MM/YYYY)

Length of studies : _____

Price of selected courses per year: CHF _____

Price of selected courses per term: CHF _____

School reports to be sent _____

☐ to the parents☐ to the student☐ to the legal guardian

MEALS FOR EXTERNAL STUDENTS

☐ 10 meals tickets 160 CHF☐ Annual meal plan 2'680 CHF☐ Vegetarian

MEDICAL AND DIETARY INFORMATION

Does the student have any specific health problems and/ or pathologies we should be aware of?☐ No☐ Yes**If yes, please specify which ones, as well as the measures to be taken in an attached document.**

BOARDING SCHOOL

ACCOMODATION INFORMATION

Types of rooms	Description of the rooms	Shared room (Two twin beds)	Single room
Comfort +	With shower, WC and fridge	<input type="checkbox"/>	<input type="checkbox"/>
Comfort (only for girls)	With shower and fridge	<input type="checkbox"/>	<input type="checkbox"/>
Standard	Shower and WC in the hallway	<input type="checkbox"/>	<input type="checkbox"/>

Do you want to stay at Lémania during the weekend? ☐ Yes ☐ No

INCLUDED IN THE ACCOMODATION PRICE

- Full board
- Three meals per day and snacks continuously
- Daily housekeeping service, cleaning, laundry and ironing
- Provision of bedding and towels
- Unlimited Wi-Fi
- Educational supervision, studies hall and pedagogical monitoring
- Sport (fitness)
- Leisure, sports and cultural activities partially included

MEDICAL AND DIETARY INFORMATION

Does the student require any special treatment or diet?

☐ No ☐ Yes If yes, please specify: _____

Does the student have an allergy?

☐ No ☐ Yes If yes, please specify: _____

Does the student have to take a specific medication/ require any treatments?

☐ No ☐ Yes If yes, please specify (as well as the dosage) : _____

Other: _____

VISA AND EXPRESS LETTER

☐ Study visa CHF 450 (Swiss side only)

Studies lasting more than 3 months, only for non-European. Students are responsible for their Swiss study visa application process in their own country including a mandatory visit, in person, to their Swiss Embassy and a request for a multiple entry visa.

☐ Express mail CHF 120.-

(Recommended for visa letter)

OPTIONAL SERVICES

LIMOUSINE SHUTTLE FROM AND TO AIRPORT

One-way limousine service:

☐ Geneva airport

☐ Zurich airport

Round trip limousine service:

☐ Geneva airport

☐ Zurich airport

Flight information, if known, for limousine service:

Name of the airline company: _____

Date of arrival: _____ Flight number: _____ Time of arrival: _____

Date of departure: _____ Flight number: _____ Time of departure: _____

Students who have chosen the limousine service should email the exact flight details and student's name to admissions@lemania.ch, at least one week before arrival.

PRIOR INFORMATION

Have you previously studied at Lémania School?

☐ No

☐ Yes

If yes, in which year?

Why did you choose Lémania School? _____

Last School attended with dates and certificates obtained: _____

How did you hear about the Lémania School? _____

☐ Parents or acquaintances

☐ Former students

☐ Word of mouth

☐ Reply coupon

☐ Brochures

☐ trade fair/ fair

☐ Website of Lémania School

☐ Google

☐ Facebook, Twitter, LinkedIn

☐ Representative of Lémania School (name): _____

☐ Swiss Embassy/ Consulate (city, country): _____

☐ Newspaper/ magazine (please specify): _____

☐ Advertising (please specify): _____ ☐ Other (Please specify): _____

PAYMENT METHODS

PAYMENT

We recommend that you make the payment immediately after receipt of the invoice, in order to definitively reserve the room in the Boarding School, otherwise the room may no longer be available. Refunds of payments made by credit card will be made to the same card. The reservation is final after receipt of the total amount of the invoice.

Please enter the student's first and last name as the payment reference

Bank transfer to Ecole Lémania, adress: **Chemin de Préville 3, CP 550, 1001 Lausanne, Suisse**

PLEASE CHOOSE ONE OF THE FOLLOWING BANK ACCOUNTS:	ACCOUNT	SWIFT CODE	IBAN
UBS SA, Lausanne	243 - 285.400.01J	UBSWCHZH80A	CH20 0024 3243 2854 0001 J
Crédit Suisse (CS), Lausanne	4425 - 481.715-01	CRESCHZZ10A	CH11 0483 5048 1715 0100 0
BCV, Banque Cantonale Vaudoise, Lausanne	767 - 302.09.50	BCVLCH2L	CH30 0076 7000 E030 2095 0

*** Credit card (the amount will be debited immediately):**

If you want to pay by credit card, please choose the type of card:

☐ Visa ☐ American Express ☐ Mastercard ☐ Diners

All payment by credit card will incur a 3% service charge.

Please, fill in the following information:

Card number: _____ Amount to be debited: _____

Expiration date (Month/ Year): _____

Name and surname of the card holder, as shown on the card: _____

Signature of the card holder: _____

All payment via PayPal will incur a charge of 3% .

To pay via Paypal, please go to PAppal.com and send the payment to: **payment@lemania.ch**

Direct payment:

☐ I would like to pay directly to the secretariat of the Lémania College, Chemin de Préville 3, at Lausanne, at the latest 30 days before the start of the program.

I will pay ☐ In cash ☐ bay bank/ post card ☐ By credit card *

Payment terms:

I will pay ☐ per quarter ☐ per semester ☐ per year

If no box is checked, Lémania College will invoice by term (except if a VISA is required).

We remind you that in the event of a single or annual payment in advance, you will benefit from a discount (exception: credit card and WIR check). Please deduct the discount from the invoice when making your payment.

GENERAL AND FINANCIAL CONDITIONS

1. Enrolment and administrative fee

The enrolment fee specific for each program only applies to the new students and it is not refundable. The yearly administrative fee (specific to each program) is also non-refundable.

They cover application fees, administrative and processing charges and will be retained in the event of cancellation or unsubscription. Any student enrolled in the Boarding School must pay a deposit. The deposit does not exempt the parents or the legal guardian from the payment of the tuition fees and any additional fees/ expenses. (see point 5)

2.a. Fees and payments

School and Boarding are paid quarterly/ semi-annually in advance due to deadline mentioned on the invoice. The payments must be made in Swiss francs (CHF) only.

Any payment made by Paypal or Credit Card will incur an additional charge. Any transfer/ financial/ bank fees, exchange rates or bank/ credit card fees, etc. will be paid by the parents/ legal guardian or the student.

Extra days spent at the Boarding School outside the normal Academic year (Christmas, winter, Easter, etc.) will be invoiced separately. No price reduction will be granted for public holidays, religious days, and missed days (military service, accident, hospitalization, etc.)

The renewal of the academic course, including the Boarding, is done implicitly for the following year. In order for the student to be admitted for the next semester, the tuition fee and the Boarding fee must be paid in full.

2.b. Reminder

Parents, legal guardians or students are required to respect the deadlines on each invoice.

In the case of late payment, an interest of 1% per month as well as the reminder fee will be added on each due date, starting from the second reminder. In the event of cumulative delay, the School director/ Dean and the Director of Boarding School (if applicable) may decide to immediately expel the student from courses and from the Boarding as long as the payments are not up to date.

3. Early departure and cancellation of registration, see case above:

Any cancellation before or during the studies must be made by registered letter or by email. The considered date of cancellation will only be the date by which Lémania School receives the cancellation request.

a) Cancellation of registration before the start of the course

If the cancellation of registration occurs 30 days prior to the start of the course, only the registration fee is due.

Cancellation of registration from 14 to 30 days prior to the start of the course results in a penalty of CHF 1'000 for the Schooling and CHF 2'500 for the Boarding. The registration fee is due

If the cancellation occurs less than 14 days before the start of the course, the payment of first calendar quarter is due. The registration fee is due in all cases.

b) Early departure and cancellation of enrollment during studies

In the event of early departure and cancellation of enrollment during the course of studies, the parents or the legal guardian or the student must pay the tuition and the Boarding fees for the current calendar quarter and the following calendar quarter, as well as all other costs/ expenses incurred. These conditions apply regardless of the reason for leaving (voluntary or involuntary departure, expulsion, family problems, illness, etc.)

c) School failure

In the event of failure, the student can withdraw from a contract which binds him/ her to the School without tuition fees. However, in the event of registration with Boarding School, an amount of CHF 1'500 must be paid.

4. Letter of credit

If justified by exceptional circumstances, for example in the event of early departure, Lémania College may grant the student a letter of credit for an amount equivalent to the cost of the outstanding study period. This document will enable the student to continue his/ her studies at a later date or to transfer the credit to their immediate family. A letter of credit can only be used in exchange for tuition fees.

5. Boarding: Room category downgrade and/or removal of weekends

The downgrading of a room category and/ or the removal of the weekends, as indicated in the original contract, is possible following notification made by registered letter or by e-mail to the Direction of the boarding school. The new price will be applied quarterly civilian following receipt of said request

6. Boarding School: deposit, extra expenses/ charges/ medical treatment and damages

The refundable Boarding School deposit must be paid before the student's arrival. It will be refunded on request, after the accounts have been settled within three months from the end of the academic course. The deposit does not cover in any case the costs related to the student's stay (Schooling, pocket money, damages, internet orders, activities not included, etc.). In the event of no-reclamation of the deposit within a period of one year after the final departure of the student, the deposit will be definitively transferred (with no possibility of a refund) to the PAUL DU PASQUIER FOUNDATION, which provides scholarship for students from modest backgrounds.

7. Diplomas, certificates and attendance certificates

Examinations for which diplomas or certificates are awarded, including those issued by the School, are subject to examination fees. These are not included in the tuition fees and are not refunded in the event of failure. In the event of late payment, the School reserves the right to withhold diplomas, certificates and attendance certificates until the account has been settled in full.

8. Contract and enrolment form validity

The enrolment form must be fully completed and all information given must be true. When the contract is signed, the contract/ enrolment form is deemed to be valid and becomes legally binding. It engages the full financial responsibility of the applicant and of his/her parents or legal guardians. The contract is valid for the total duration of the studies.

9. Unenforceability of provision

In the event that one of the provisions of this contract or part of it is considered invalid and unenforceable, the other provisions of this contract shall retain their full effect.

10. Contract law

This contract is governed by Swiss jurisdiction and Swiss laws only. Any dispute will be brought before the Court of Appeal in Lausanne, Switzerland. Parents/ legal guardian or students waive their right to initiate legal proceedings in their own country. However, Lémania College (Chemin de Préville 3, CP 550, 1001 Lausanne, Switzerland) retains the right to institute legal proceedings in the country of jurisdiction of any parties concerned.

11. Right of reproduction - copyright

Lémania College reserves the right to use any photos, films or videos of student free of charge for any publication or broadcast on the Internet/ on television, in brochures, newspapers or magazines and on posters/ signs or websites, public/ private spaces, etc.

Paraphes / Signature des parents / personnes responsables :

12. Course organization

The Lémania College is divided into several study departments (sections) as well as the Boarding School, each managed by its own Director. Each student is affiliated to a specific department.

13. Third-party liability insurance

It is strongly recommended that parents or legal guardian take out third-party liability as they could be held liable for any damage.

14. Accident insurance (included in the tuition)

The School provides accident insurance for all students, who are covered on the direct journey to and from Lémania College and during activities organized by the School, provided that the student has taken out health insurance which must be valid in Switzerland, the EU and the rest of the world.

15. Health insurance

Health insurance is compulsory in Switzerland. Boarding students who are not Swiss residents are automatically insured through the School. Premiums are paid by parents/ legal guardian/ student. Day students are not insured by the School, but must have personal health insurance that is valid in Switzerland, the EU and in the rest of the world. The School cannot, under any circumstances, be held responsible for any negligence regarding the student's health insurance situation.

16. Food allergies

The School cannot guarantee the provision of allergens free food. In the event of food allergies, Lémania College and its staffs cannot be held responsible for allergies caused by certain products. Food served at the School or provided during activities/ sports/ trips could contain allergenic components; and the student must take personal responsibility for checking what he/ she eats and for informing the staff.

17. Meal plan cancellation

Any meal plan cancellation during the academic year must be announced officially (letter/email) to the Boarding Department. In this scenario, meal costs are due for the current calendar quarter. This condition is applicable regardless of the reason for departure (voluntary or involuntary departure, expulsion, family problems, illness, etc.).

18. Discipline

Students must comply with all of the School and Boarding School rules. The various Section Directors reserve the right to suspend or expel any student whose conduct is considered harmful to the welfare of the School community at any time, and without compensation from Lémania College. **The parents/ legal guardian or the student must pay the tuition fees and Boarding fees (if applicable) for the current calendar quarter and the following one and the total of any other fees/ extra expenses that might apply.**

Any deposit and tuition fees received for periods beyond this term shall be returned, provided that all the student's financial obligations have been met. Any damage caused to the School must be paid by the parents/ legal guardian or the student. We strongly recommend that parents/ legal guardian or the student take out liability insurance.

19. Knife or/ and any blunt object holding

It is forbidden to be in possession of any kind of knife on school premises. Any student found in possession of a knife will face severe sanctions and may be expelled from school.

20. Possession and consumption of alcohol and/or illegal substances

It is strictly forbidden to possess, consume or be under the influence of alcohol and/or narcotic substances on school premises. In case of doubt, Lémania School reserves the right to carry out a drug test under medical supervision. If the result is positive, severe measures, including dismissal, may be applied. In addition, all costs related to the test are to be paid by the parents/guardians/student.

21. Visas and residence permits in Switzerland

In order to start the visa process from the competent Swiss authorities, the first semester of Schooling and Boarding, if applicable, must be paid. The Lémania College declines all responsibility in the event of a late arrival due to a visa problem. The Lémania College cannot be held responsible in the event of late delivery of visas or residence permits, for which the responsibility lies with the Swiss immigration office and the embassies.

22. Important note

The use or possession (even brief) of alcohol or illicit substances is strictly forbidden and may lead to immediate expulsion without any compensation from Lémania College. The financial obligation already contracted shall remain valid until the end of the next trimester (see article 4).

23. Modification or suppression of courses

Lémania College reserves the right to modify the dates, classes, timetables and locations of a course and to cancel or postpone a course if the number of students turns out to be insufficient. In the event of a course cancellation, the fees already paid will be fully refunded.

I hereby certify that I have read and understood the general and financial conditions, the price list provided, the cancellation policy and the early departure policy, and I accept all conditions associated with this contract with this Lémania College contract.

Place: _____ Date: _____

Name of the parents or legal guardian: _____ Degree of relation: _____

Signature of parents/ legal guardian: _____

Signature of the student: _____