

General Terms and Conditions

The German versions of these General Terms and Conditions and the School Contract are legally binding. This document is a courtesy translation only.

Parties to the contract

The parties to the contract are, on the one hand, the student or, if he is a minor, his legal guardians, and on the other hand SIS Swiss International Schools Schweiz AG (hereinafter referred to as "SIS"), Seestrasse 269, 8038 Zurich.

The legal guardians shall be jointly and severally liable for the obligations arising from this School Contract. This joint liability shall remain intact even in the event of a change in the legal status of their relationship.

The legal guardians shall be liable for the obligations arising from this School Contract, even when the student attains majority.

Conclusion of contract, contractual provisions and registration fee

The School Contract shall be concluded upon signing by the student and/or his legal guardians.

After the signed School Contract has been submitted, SIS shall charge a one-time registration fee based on the current price list. SIS shall only guarantee reservation of the student's place following timely payment of this fee. SIS is entitled to withdraw from the contract should payment not be made on time.

Should the student decide not to make use of the place reserved for him, despite the fact that he and/or his legal guardians have already paid the registration fee, he and/or his legal guardians shall not be entitled to reimbursement. Furthermore, should notification of this decision not be provided before May 1, SIS shall charge compensation in the amount of 25 percent of the School Fees for the corresponding semester.

School Fees

The School Fees shall be based on the corresponding grade and on the current price list, to be published by the end of March at the latest for the coming school year. School Fees do not include costs for excursions, class trips, camps, external examinations and certificates, or additional services and activities.

Even when a third party (for example, the employer of the student's parents) assumes the costs of the School Fees, the student and/or his legal guardians shall remain party to the contract and debtor of the School Fees.

Terms and conditions of payment and late payment

School Fees are to be paid before the start of each semester. Alternatively, they may be paid in monthly installments in return for a corresponding surcharge.

Should payment be delayed, SIS reserves the right to commission a collection agency to recover the School Fees. SIS shall charge the debtor interest on arrears (5 percent p.a.), dunning costs (20 Swiss francs per reminder, beginning with the second) and collection charges.

SIS shall only register a student for external examinations provided that the School Fees have been paid in full or guaranteed in some way at the time of registration.

Should payment of School Fees be outstanding upon the departure of a student, SIS reserves the right to retain certificates or diplomas until the corresponding amount has been paid in full or guaranteed in some way.

Ordinary termination of contract

The School Contract shall be terminated ordinarily upon conclusion of the agreed period of education, or through timely termination at the end of a semester.

The following shall apply as conclusion of the period of education:

- conclusion of Primary School, if the student was enrolled in Kindergarten or Primary School.
- conclusion of Secondary School, if the student was enrolled in Secondary School.
- conclusion of the semester in which the final examination in College takes place, if the student was enrolled in Pre College or College.

In the event of termination at the end of the semester, the other party of the contract must receive notification by December 1 (winter semester) or May 1 (summer semester) at the latest. In order to be valid, notification must be provided in the form of a registered letter. Notification provided in person, by telephone or by e-mail shall not be deemed valid. Should no notification of termination be received by the dates specified above, the School Contract shall be automatically extended and the student registered for the next semester.

Late termination

Should notification of termination at the end of the semester be provided after the dates specified above (December 1 or May 1), SIS shall charge compensation in the amount of 25 percent of School Fees for the corresponding semester.

Leaving mid-semester

Should the student leave before the end of a semester, SIS shall charge School Fees up to the end of the week in which he leaves. The fees shall be calculated pro rata based on the number of weeks the student attended lessons; school vacations shall not be taken into account. Furthermore, SIS shall charge compensation in the amount of 25 percent of the School Fees for the corresponding semester, if notification of termination has not been provided ten calendar weeks prior to the end of the week in which the student leaves.

Extraordinary termination of contract by SIS

SIS may terminate the School Contract with immediate effect and without notice, if:

- the student does not fulfill the conditions of SIS for advancement to the next semester or grade.
- the student commits a serious disciplinary offence or a crime, or a serious breach of School Rules.
- the student is repeatedly absent from lessons without good cause or notification, despite receipt of a written warning.
- the School Fees are not paid despite receipt of a warning sent with signature confirmation.

Insurance

By signing the School Contract, the student and/or his legal guardians confirm that the student is covered by statutory health insurance in the event of an accident. SIS does not offer any additional accident insurance.

Liability for damages

The student and/or his legal guardians shall be exclusively and completely liable for any and all damages incurred on the way to school or within the school itself.

SIS shall not be liable for either personal injury or damage to property caused by third parties, or for the loss or theft of belongings brought to school.

Class time and school vacations

Class times shall be defined by the SIS school principal and disclosed to the student and/or his legal guardians in due time in writing. The legal guardians are responsible for ensuring that their child arrives on time at the start of classes.

SIS shall inform the student and/or his legal guardians of school vacations before the start of each semester.

Absences from school and authorisation

In the event of absence due to illness, the student and/or his legal guardians are obliged to inform the school by telephone, by e-mail or in writing. All other requests for authorisation of absence that are not related to illness or accident must be submitted to the school principal in writing.

Trips and excursions

By signing the School Contract, the legal guardians of the minor give their permission for him to participate in one-day trips or excursions organised by the school. SIS shall provide notification of any such events in an appropriate manner, without obtaining additional permission from the legal guardians.

Publications and the Internet

Upon signature of the School Contract, the student and/or his legal guardians give their permission for photos and work of the student to be published in printed material, on displays within the school, on the school's Website or in e-newsletters. The student and/or his legal guardians may revoke this permission at any time in writing. However, it is not possible to revoke the permission for publication retroactively. A revocation will only be effective at the time of reissue of the medium in which photos or work of the student have been published.

Information regarding students above the age of majority

SIS may also inform the legal guardians of a student above the age of majority about important school matters, without the student's consent, provided that the legal guardians are paying the School Fees.

Force majeure

If the authorities order the closure of the school due to force majeure, there is no right to a refund of the school fees. A force majeure is, for example, an epidemic, a pandemic or a natural disaster. This list is not exhaustive.

Other provisions

Should one provision of the School Contract or the General Terms and Conditions be invalid, this shall not invalidate the contract as a whole. The invalid provision shall be replaced by a valid one that best accords with the wishes of the parties to the contract.

There are no verbal ancillary agreements.

Zurich shall be the legal venue for any and all disputes arising from this School Contract. However, SIS reserves the right to prosecute the student and/or his legal guardians at their place of residence.