

COPPERFIELD VERBIER

Enrolment Regulations 2020-21

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1. General regulations of enrolment

1.1. Admissions process

The enrolment regulations comprise basic guidelines for a students' entry to, stay at and leave from Copperfield College SA ("the College"). The College generally accepts boys and girls from ages 4 to 18 years. Admission to the College fosters the educational programme and diversity of the student body.

The admissions process shall ensure that students can meet academic and personal requirements and can benefit from their entry into the College's community, which fosters a transparent, democratic and international culture. Student reports for the previous school year must be provided. Apart from a personal interview and taster days, the College may administer admission tests and may ask for references from previous schools. On the basis of the initial stage of the admission process, the College reserves the right to define special requirements for an admission and/or to decline the admission.

For an admission, the family is required to prove that their family residence is in the Canton of Valais. The commute to College for any student must not exceed one hour.

1.2. Conclusion and Confirmation of the Admissions

Admission to the College is concluded upon all of the following conditions being met:

- submission of an enrolment form signed by all legal guardians of the student;
- receipt of other documents that may be required by the College following the submission of the enrolment form;
- countersignature of the enrolment form by the College;
- payment of the initial admission fees (see 2.1).

By signing the enrolment form, parents and students indicate their acceptance of the current enrolment regulations, the current College rules, as well as programme-specific rules and guidelines. These documents are available in their most current version on the College's website at www.copperfield.education.

1.3. Regulations for the students' entry to the College

Students enter the College generally at the start of a new College year or trimester. Exceptionally, entry during the College year can be possible. For entry into the College a student with nationality other than Swiss requires proof of right to reside in Switzerland or possession of a visa. A visa application can be initiated once enrolment is confirmed. Furthermore, the parents are obliged to take out the following insurances for the student:

- Health and accident insurance (which is mandatory for all students in Switzerland);
- Private liability insurance.

A probation period of eight weeks applies for all students that enter the College. Should the College obtain new information during this period that renders the academic or social integration of the student implausible, the College reserves the right to terminate the College contract with immediate effect. For any information that was withheld during the admissions process, the College reserves this right also beyond the probation period. In this case, all College fees concerning the current trimester will be charged and cannot be refunded.

The College year comprises 36 weeks of College and starts at the end of August (a deviation of one week might apply in extraordinary cases). The College year is divided into three trimesters. Throughout the College year, school holidays apply, during which the students leave the campus. The exact holiday dates will be published one year in advance on the College's website, and will be in line with school

holidays of the Commune de Bagnes and of international schools, and with public holidays in the Canton Valais.

According to the College rules, an arrival or departure at different dates is only possible with the College's prior approval. Additional costs, e.g. for missed exams, due to early departure or late arrival can apply.

2. College fee overview

2.1. Admission fees

To complete the admission process, the following one-time admission fees have to be paid in order to confirm the enrolment of the student at the College:

Enrolment Fee: CHF 1'500.

The enrolment fee will be invoiced and is due with the enrolment confirmation. There is no refund of these fees, also in the case of a termination of the College contract during the probation period.

2.2. Deposit

Before a student's entry into the College, the family has to pay a deposit, which will be refunded after the regular leave of the student from College. This deposit is CHF 3,000.

After the student leaves the College, the deposit is refunded net of outstanding fees. Any remaining credit of the parents will be refunded, and credit due to the College must be paid before the final student report card and examination results can be issued.

2.3. College fees overview

Class	Fee CHF	Inclusive of
Foundation (year 0)	30'000	Daily lunch and snack, books and materials, two skiing lessons per week of winter trimester.
Primary (years 1-6)	31'500	Daily lunch and snack, books and materials, two skiing lessons per week of winter trimester.
Secondary (years 7-9)	39'000	Daily lunch and snack, books and materials, two skiing lessons per week of winter trimester.
Upper secondary (years 10-13)	40'000	Daily lunch and snack, books and materials, two skiing lessons per week of winter trimester, exam fees.

For second children, there is a discount of 15% for each additional child.

2.4. Fees for Individual Support Programmes

The College offers a variety of individual support programmes to support the students on their individual educational path, such as tuition in specific subjects (most often languages), learning support, executive

coaching and college counselling. The fees for the individual support programmes will be agreed with parents prior to any programme being put in place.

College counselling supports the student's applications at international colleges and universities. College counselling charges are included in the IB programme tuition fees (College counselling comprises all time spent for meetings with the individual students and parents, as well as preparation and follow-up for those meetings, and inquiries related to possible university applications or evaluating the feasibility of admissions).

2.5. Exam fees

Fees for exams and diploma of language courses (IELTS, TOEFL, Goethe Diploma, DELF/DALF-Certificate, Cambridge English Certificate, Chinese HSK / YTC) as well as external exams for online courses, or preparatory courses for university applications (e.g. APs, SAT, etc.) will be invoiced to the students according to the fees of the external exam provider.

For IB, Swiss Maturité and iGCSE exams, general fees will be paid by the College. Any specific fees that arise due to extraordinary circumstances of the student (for example, resit due to being late) will be invoiced to the student. In the event that the student chooses to take supplementary external examinations, associated fees will be passed on to the students.

3. Further regulations for the stay at the College

3.1. Mode and term of payment

Expenses are invoiced on a monthly basis (see section 2). College fees are to be paid annually by 15 July. For the intake of January 2021, fees will be paid by 15 December 2020.

For students who will be remaining at the College for 1 or 2 terms, the full payment for the duration of the enrolment must be made no less than 1 month before the start of the term for which the student will enrol. A discount of 25% will be applied to the annual fee for those who enrol for two terms only, and a discount of 40% will be applied to the annual fee for those who enrol for one term only.

All payments to the College are to be conducted through the College's bank account. Cash payments are not accepted. Bank details will be included on all invoices.

3.2. Changes to college fees

College fees can be adjusted for a subsequent College year. The College will announce an adjustment by the end of March before the start of the subsequent College year. The adjusted College fees also apply for students who are newly admitted to the College during the year.

3.3. Deadline for withdrawal, leave, temporary leave and expulsion

For an orderly leave of the student, the parents or guardians have to formally inform the College in writing about the withdrawal no less than one month before the end of the trimester. For an orderly departure, and for a long-term but temporary absence of a student, due to time-out, illness, accident or other reasons, the space of the student remains reserved. Therefore, there is no right to claim a refund of College fees in this case.

Decisions about expulsion are difficult for the child, the family, the College and the community. To handle this difficult process, the College has a Safeguarding Director nominated by members of the Board of Directors who are also parents. The Safeguarding Director has the interests of both the child and the community of children as their mission, and will follow a process that is as open and transparent

as possible within the requirements of confidentiality that these cases may require, and in compliance with Swiss law. As with any delicate situation, transparency and even-handedness are important, and therefore any Director or professional who has an interest in the issue will recuse themselves.

For repeated or severe infringements of the College rules (especially unwanted physical contact, mobbing, alcohol or drug abuse), the College reserves the right to temporarily suspend or immediately expel a student from College. The College rules define the daily application of disciplinary measures at College.

The College reserves the right to expel a student if pertinent information was withheld from the College about the student throughout the admissions process, and this information might have prevented the enrolment of the student. This applies especially for information related to the health of the student, special educational needs or information about the student's previous education.

For a belated withdrawal or extraordinary leave (expulsion or other reasons) College fees will not be refunded. Any fees for ongoing individual support programmes are generally not refunded.

3.6. Changes to rules and regulations

The College reserves the right to adjust these Enrolment regulations as well as the existing College rules and other programme-specific guidelines at any time. The current version of these Regulations, Rules and guidelines, which are published on the College's website, apply.

3.7. Place of jurisdiction

The College contract is subject to Swiss Law. The place of jurisdiction is Valais.

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