

INSTITUT  
**MONTE ROSA**



**APPLICATION FORM**

**Student**

Surname \_\_\_\_\_ First name \_\_\_\_\_

Date of birth \_\_\_\_\_ Place of birth \_\_\_\_\_

Mother language \_\_\_\_\_ Sex \_\_\_\_\_ Nationality \_\_\_\_\_

Passport No \_\_\_\_\_ Valid until \_\_\_\_\_

To whom should mail be addressed?  Parents  Father  Mother  Other

**Parents**

Surname, first name of the father \_\_\_\_\_

Profession \_\_\_\_\_

Surname, first name of the mother \_\_\_\_\_

Profession \_\_\_\_\_

If not one of the above, surname and first name of legal guardian

Surname \_\_\_\_\_ First name \_\_\_\_\_

Address \_\_\_\_\_ Street \_\_\_\_\_

City \_\_\_\_\_ Zip code \_\_\_\_\_ Country \_\_\_\_\_

Telephone \_\_\_\_\_ Telefax \_\_\_\_\_

Email \_\_\_\_\_ Mobile \_\_\_\_\_

**Business address**

Street \_\_\_\_\_

City \_\_\_\_\_ Zip code \_\_\_\_\_ Country \_\_\_\_\_

Telephone \_\_\_\_\_ Telefax \_\_\_\_\_

Email \_\_\_\_\_ Mobile \_\_\_\_\_

**Other** \_\_\_\_\_

Date of entry \_\_\_\_\_ Approximate time of residence at school \_\_\_\_\_



Institut Monte Rosa has been recommended by :

- Friends  Agency (which one) \_\_\_\_\_  
 Brochure  Other \_\_\_\_\_

Where bills should be sent  Parents  Father  Mother  Other

Address for school bills if different from the one for mail

\_\_\_\_\_

**Previous schools attended**

School grades/classes	From / to	Address
_____	_____	_____
_____	_____	_____
_____	_____	_____

Name and address of present school \_\_\_\_\_

Which division of the English-speaking section does the applicant wish to enter

- American senior high school (grades 9 to 12) Grade \_\_\_\_\_  
 The junior high school (American and Canadian grades 7 and 8) Grade \_\_\_\_\_  
 The Elementary school (American and Canadian grades 3 to 6 combined with the Junior school) Grade \_\_\_\_\_  
 Postgraduate year (grade 13)  
 Trans-Academic program (Business + Economics)  
 Modern language section  
 English as foreign language

Which foreign languages have been studied up till now?

Language	For how many years	Knowledge (good, average, weak)		
<input type="checkbox"/> French	_____	<input type="checkbox"/> good	<input type="checkbox"/> average	<input type="checkbox"/> weak
<input type="checkbox"/> German	_____	<input type="checkbox"/> good	<input type="checkbox"/> average	<input type="checkbox"/> weak
<input type="checkbox"/> Latin	_____	<input type="checkbox"/> good	<input type="checkbox"/> average	<input type="checkbox"/> weak
<input type="checkbox"/> Spanish	_____	<input type="checkbox"/> good	<input type="checkbox"/> average	<input type="checkbox"/> weak
<input type="checkbox"/> English	_____	<input type="checkbox"/> good	<input type="checkbox"/> average	<input type="checkbox"/> weak
<input type="checkbox"/> Italian	_____	<input type="checkbox"/> good	<input type="checkbox"/> average	<input type="checkbox"/> weak
<input type="checkbox"/> Others	_____	<input type="checkbox"/> good	<input type="checkbox"/> average	<input type="checkbox"/> weak

Does the student require language support such as ESL?  yes  no



Which profession does the student have in mind? \_\_\_\_\_

List of hobbies and interests

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Has the applicant ever been expelled from another school, or ever asked to leave a school? Which school and when?

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Are there any mental or other particularities to which special attention has to be paid?

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Subject to the approval of a member of the directorate of the school, should the student be permitted any visitors he or she wishes?  yes  no

Is the student permitted to accept invitations from anyone he or she chooses?  yes  no

Please specify any restrictions you wish to impose

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Please use this space to add any additional information which you think may help us in assessing the candidate's application

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Please return this form together with:

- 4 passport photographs
- A copy of the student's last two years school reports / transcript
- Visa procedure forms
- Passport copy

I agree with the Terms and conditions stated on the Application form and on the Price list.

\_\_\_\_\_

Place and date

\_\_\_\_\_

Signature



Student  
Surname \_\_\_\_\_

First name \_\_\_\_\_

**Health form - page 1**

Name any infant illnesses your child has had (eg. Chicken pox, measles):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Does the student need to follow a special diet: \_\_\_\_\_

Is your child able to swim?  yes  no

Is your child able to do sports?  yes  no If no, please specify \_\_\_\_\_

Vaccines:	Yes	No	<i>date(s) of vaccine and booster injections</i>
Tetanus	<input type="checkbox"/>	<input type="checkbox"/>	_____
Diphtheria	<input type="checkbox"/>	<input type="checkbox"/>	_____
Poliomyelitis	<input type="checkbox"/>	<input type="checkbox"/>	_____
Tuberculosis	<input type="checkbox"/>	<input type="checkbox"/>	_____
German measles	<input type="checkbox"/>	<input type="checkbox"/>	_____
Mumps	<input type="checkbox"/>	<input type="checkbox"/>	_____
Whooping cough	<input type="checkbox"/>	<input type="checkbox"/>	_____
Typhoid fever	<input type="checkbox"/>	<input type="checkbox"/>	_____
Hepatitis A	<input type="checkbox"/>	<input type="checkbox"/>	_____
Hepatitis B	<input type="checkbox"/>	<input type="checkbox"/>	_____

A medical certificate, anamnesis and certificate of vaccination are required.

The undersigned, legal respondent for the child, authorises the Direction of Monte Rosa to take, if necessary, any measures (medical treatment, hospitalisations, surgical interventions) needed for the students health under medical advice.

By his/her signature, the parent or legal guardian certifies that the information given in this form are correct.

\_\_\_\_\_

Place and date

\_\_\_\_\_

Signature

\_\_\_\_\_

Signature of the doctor



**Health form - page 2**

Weight \_\_\_\_\_ Height \_\_\_\_\_ Blood group \_\_\_\_\_

**Medical History:** Please inform the school of any serious problem affecting your child's health

	<i>Yes</i>	<i>No</i>	<i>Comments</i>
Asthma	<input type="checkbox"/>	<input type="checkbox"/>	_____
Diabetes	<input type="checkbox"/>	<input type="checkbox"/>	_____
Epilepsy	<input type="checkbox"/>	<input type="checkbox"/>	_____
Respiratory problems	<input type="checkbox"/>	<input type="checkbox"/>	_____
Heart problems	<input type="checkbox"/>	<input type="checkbox"/>	_____
Tuberculosis	<input type="checkbox"/>	<input type="checkbox"/>	_____
Rheumatism	<input type="checkbox"/>	<input type="checkbox"/>	_____
Skin problems	<input type="checkbox"/>	<input type="checkbox"/>	_____
Nervous problems	<input type="checkbox"/>	<input type="checkbox"/>	_____
Digestive problems	<input type="checkbox"/>	<input type="checkbox"/>	_____
Back problems	<input type="checkbox"/>	<input type="checkbox"/>	_____
Other	<input type="checkbox"/>	<input type="checkbox"/>	_____

Date of last dental check-up \_\_\_\_\_

Previous illnesses and operations \_\_\_\_\_

Has the student been operated for appendicitis  yes  no

Previous illnesses \_\_\_\_\_

Known allergies	to medicine	to food	other (insect stings, etc)
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**Medication:** any student under medication must bring a doctor's prescription to the school.

Is the student presently under medication  yes  no

Medicine (name)	dosage	reason
_____	_____	_____
_____	_____	_____
_____	_____	_____

<b>General questions:</b>	<i>Yes</i>	<i>No</i>	<i>Treatments</i>
Glasses	<input type="checkbox"/>	<input type="checkbox"/>	_____
Contact lenses	<input type="checkbox"/>	<input type="checkbox"/>	_____
A hearing device	<input type="checkbox"/>	<input type="checkbox"/>	_____
Brace or dental apparatus	<input type="checkbox"/>	<input type="checkbox"/>	_____

## Terms and conditions

1. Guiding principle:

Directors, teachers and students of the school form a community based on mutual understanding. For this reason we only admit students who are prepared to devote all their energies to the furthering of this spirit, and to give their best to the school and its social life.

Institut Monte Rosa guarantees that lessons will be carried out in accordance with the timetable, and the program of studies for which the student has been enrolled.

The physical and mental health and academic suitability of the student should satisfy the school's requirements.

Information as to particular points of school discipline is contained in a special booklet, a copy of which is given to every student on entering the school, these rules must be accepted.

2. Information concerning fees is given in the enclosed leaflet.

Outstanding fees will delay or preclude the delivery of school reports or examination results.

Delay in payment will be subject to a reminder fee.

3. Date of admissions: It is most advisable to enter the school at the commencement of the school-year. Under special circumstances it is also possible to enter during the current school-year. The school-year has three terms:

1st term from the beginning of September to December, 2nd term from January to March, 3rd term from April to June.

On making application to the school, parents agree to the students remaining at the school until the final examinations at the end of the academic year.

4. Advanced notice of departure: the Direction of the school must make arrangements in advance concerning the formation of classes, the structure of timetables, room lists and recruitment. This is the reason that the departure of a student must be communicated by registered letter, at the latest the 30th April for the end of the school-year in June, and at the latest the 31st December for the end of the 2nd term in March. If this is not the case, legally the fees are due for the following term.

5. By signing the Application form, the parents agree to the Terms and conditions, Terms of payment and the School rules, and to support the school administration wholeheartedly, to strictly observe the house rules, and to comply with the regulation which states that students may only be freed from lessons in exceptional circumstances.

6. Upon application, a non-refundable enrolment fee of CHF. 800.- is required.

A deposit of CHF. 5'000.- is to be paid after confirmation of enrolment. The deposit will be credited to the final account, under the proviso that the pupil leaves the school in accordance with paragraph 4. If this is not the case, or in case of cancellation of the reservation or no show, the deposit will be retained as a cancellation fee.

7. The school reserves the right, after informing the parents, to expel from the school students whose conduct is detrimental to its well-being. The expulsion of a student does not entail any financial compensation for the term in question.

8. When the students finally leave the school definitively, they must take all their personal belongings or arrange for it to be shipped. Lost, forgotten and missing personal effects of the students will be given away, if no claim to the Board is made within 30 days after leaving.

9. Due to the large amount of international travel undertaken nowadays, the reservation of seats is often very difficult. We ask all parents living overseas to deposit a return ticket for the student's return journey. At the end of the student's stay this enables the school to make reservations for the return journey well in advance.

We would ask parents to send written requests for permission for weekend absence and the necessary travel documents, so that the school receives them not later than the previous Wednesday. Weekend leave is only permissible during the school terms when there are no classes. In the interest of the school and the students, it is imperative that they do not miss lessons through parental visits.

10. The Board believes in encouraging a sense of responsibility among the students and in convincing them that their stay at school provides them with a firm foundation for their future life. Parents are therefore asked not to allow their children to incur extra expenses unless they have first corresponded with the school.

For expensive purchases such as clothing, sports equipment etc. written permission will be sought from parents, unless they have already authorised the school to deal with such things. Textbooks, exercise books and school materials are supplied by the school at the student's expense. All material is to be provided in accordance with the class-teacher's instructions.

11. During the holidays, rooms and cupboards are thoroughly cleaned and so we request that students place all possessions they cannot take on holiday with them in storage. Storage is available for this purpose and the charge is debited to the account.

12. We ask parents not to offer gifts or invitations to members of the staff. This can cause ill feeling amongst the staff.

13. It is forbidden for students to have vehicles (motor cars, motor cycles, boats or canoes) or to use motor vehicles while enrolled in the school. Animals and pets are not allowed.

14. Day students are accepted only if parents live in the Montreux region and can take the responsibility for their general well-being.

15. The school requests that students are not given valuables or large sums of money as the school cannot be held responsible for loss of same.

16. The parental authority confirms their acceptance that the child/student will participate in sports activities which entail an inherent risk of accident, activities such as horseback riding, biking, water sports, ice skating, skiing, snowboarding, sledging etc.

17. We reserve the right to publish photographs taken during the course.

The terms of this contract are in compliance with Swiss law. The place of jurisdiction is Montreux (Switzerland): The Direction has the right to bring lawsuit against the parental authority in his usual place of residence.

Montreux, 1st November 2014  
For the Board  
B. Gademann, B.S., M.S.