



Ecole Internationale de Genève
International School of Geneva



PGCE (International)

Postgraduate Certificate in Education (International)

General and Financial Conditions

School Year 2018-2019

ECOLINT INSTITUTE OF LEARNING AND TEACHING
LIFELONG LEARNING

School Calendar 2018-19

1st Term 29 August – 14 Dec 2018

DG's adress to the Foundation staff	Wednesday 29 August 2018 at 09.00 at La Châtaigneraie
Pedagogical day	Friday 31 August
Classes begin	Monday 3 September
Jeûne genevois	Thursday 6 September (no classes at La Grande Boissière or the Campus des Nations)
Jeûne fédéral	Monday 17 September (no classes at La Châtaigneraie)
Pedagogical day	Friday 19 October (no classes)
Half-term	Monday 22 October through Friday 26 October
Classes resume	Monday 29 October
Classes end	Friday 14 December (at 12 noon)
Winter break	Friday 14 December (at 12 noon) through Friday 4 January

2nd Term: 7 January – 12 April 2019

Classes resume	Monday 7 January 2019
Half-term	Monday 18 February through Friday 22 February
Pedagogical day	Monday 25 February (no classes)
Classes resume	Tuesday 26 February
Classes end	Friday 12 April
Spring break	Monday 15 April through Friday 26 April

3rd Term: 29 April - 28 June 2019

Classes resume	Monday 29 April 2019
Ascension	Thursday 30 May and Friday 31 May
Whit Monday	Monday 10 June
Pedagogical day	Tuesday 11 June (no classes)
Classes end	Friday 28 June (at 12 noon)

Enrolment Contract General Conditions

Enrolment Contract General Conditions

The following general and financial conditions apply to the PGCE (International) programme run by the International School of Geneva in collaboration with Durham University UK.

At the time of registration the undersigned has taken note of the information and accepts the terms and conditions contained in the “General and Financial conditions. PGCE (International)” that form an integral part of this enrolment contract.

At the time of registration the undersigned undertakes to pay the costs for the PGCE (International) programme according to the conditions stated in the paragraph entitled “Payment of Fees” and to respect all the rules of the Foundation of the International School of Geneva.

Organisation of the course

For reasons of organisation we reserve the right to postpone the course or regroup the classes, or to change the venue. In the case of long-term absence of the course leader the school will ensure a replacement.

Number of participants for the course to run

In order for the course to take place a minimum number of participants is required. Places on the course will be allocated in the order in which completed enrolment forms arrive (dependant on payment of fees in the period stipulated). As a general rule if the number of participants is insufficient the course will not take place and the participant will be exempt from payments or fees will be returned.

In case of a reduction in numbers and in certain individual cases, a course may still run provided the participants agree to an augmentation in the level of fees.

Exclusion from the course

After giving due reason the school management reserves the right to exclude one or more participants from the course. There will be no repayment of fees, partial, full or on a pro-rata basis, for any exclusion resulting from the following: exclusion due to non-payment of fees, unacceptable behavior, unprofessional conduct or willful damage to property.

Absence

Absences cannot be made up. In principle no reimbursement of fees due to absence is possible.

Insurance

All participants of the course coming into the Foundation of the International School of Geneva must, according to the law, have health insurance cover, accident cover and personal liability cover. The school does not supply any insurance cover.

Data protection

Through your registration you are agreeing to the use and storage of your personal data such as: private address, statistics and documents relating to courses followed, means of payment to the Foundation of the international School of Geneva; for a period of five years. This data could be used for different reasons (e.g. reference writing, cancellation of registration due to non payment of fees etc).

Enrolment Contract General Conditions

Documents Required on or before the first day of the course: (Monday 3rd September 2018)

- **An affidavit of clean criminal record / Extrait de Casier Judiciaire**
 - must be obtained after July 1st 2018 (cost CHF 20) as valid for three months only
- **An affidavit of clean criminal record for working with children / Extrait de Casier Judiciaire *Special***
 - for Swiss residents only - a letter with a personal code will be sent by HR Ecolint in the summer (cost CHF 25). To be obtained after July 1st 2018 as valid for three months only.
- **Medical certificate**
 - From your doctor stating that you are fit and well to undertake this course to work in a school environment as a trainee teacher, or if reasonable adjustments are required what they may be.
- **Health and Accident insurance certificate,**
 - copy of the card is not sufficient, a copy of the **actual policy** is required.
- **Certificate of 'Bonne Vie et Moeurs'**
 - **Only For those resident in Switzerland**
- **Third party liability coverage certificate (Responsibility Civil or RC insurance)**
 - This must be the original certificate.
- **Permit**
 - All participants must ensure they have a valid permit to be in Switzerland (or France).
(An attestation can be provided which states you are enrolled on the course).

Changes to the programme and fees

The Foundation of the International School of Geneva reserves the right to modify the programme, the fees as well as the general conditions.

Legal Matters

Any dispute arising from this contract and/or the financial conditions is submitted to the exclusive jurisdiction of the Geneva Courts. This contract and the financial conditions are governed by Swiss law.

Financial Conditions

Payment of Fees (CHF)

The fee for this course is divided into 3 parts: The Registration fee, the Professional fee and the Academic fee.

- **Registration Fee**

CHF 1,000. This fee covers the administrative costs of processing the registration and secures a place on the course. On acceptance of an unconditional offer from Durham University of a place on the course, the non-refundable deposit of CHF 1,000 to secure the place, is payable to the International School of Geneva immediately.

- **Professional fee**

CHF 18,750 payable to the International School of Geneva for 2018/19. This is payable in three installments and the Registration Fee of CHF 1,000 is deductible from the first installment.

Professional Fee	
Fee Due date	Fee (CHF)
Registration Fee on acceptance	1,000
31 July - 1 st Instalment	(6,400 minus Registration Fee) 5,400
31 December – 2 nd Instalment	6,175
31 March -3 rd Instalment	6,175
Total Annual Fee	18,750

- **Academic Fee**

For details concerning the academic fee payable to Durham University for 2018/19 please contact Caron Gregory (email: c.t.gregory@durham.ac.uk)

- Further information can be found at <http://www.dur.ac.uk/postgraduate/finance/tuition>. This is payable directly to Durham, also in three instalments and is a flat fee for all students regardless of country of origin.

Conditions of Payment

Non-payment of the fees for the PGCE (International) programme will not be considered as a cancellation of registration.

In the case of non-payment The Foundation reserves the right to refuse participation on the PGCE (International) course and begin a process to recover the fees due.

Late payments

The Foundation of the International School of Geneva reserves the right to levy an additional charge of CHF 250. - on each payment of overdue fees. This amount is to cover interest and administrative costs.

Financial Conditions

Cancellation of enrolment

Notification of cancellation of enrolment must be sent in writing by registered letter to the office of the Finance Director. The cancellation will be officially accepted upon receipt of notification.

Depending on the date of cancellation the following cancellation penalties will apply once the contract has been signed:

Forfeit CHF		
Registration Fee - Forfeit in all cases	1,000	1,000
Instalment due date	Notice given more than 30 days before course start date 50% of 1 st instalment due	Notice given less than 30 days before course start date 100% of 1 st instalment due
31 July 2018 - 1 st Instalment	2,700	5,400
	Notice given more than 30 days before 31 December 50% of 2 nd instalment due	Notice given less than 30 days before 31 December 100% of 2 nd instalment due
31 December 2018 - 2 nd Instalment	3'087.50	6'175
	Notice given more than 30 days before 31 March 50% 3 rd instalment due	Notice given less than 30 days before 31 March 100% of 3 rd instalment due
31 March 2019 - 3 rd Instalment	3,087.50	6,175

Important dates:

PGCE (Int.) start date 09.00am Wednesday 29th August 2018 at La Châtaigneraie

PGCE (Int.) end date is Tuesday 25th June 2019

Annulment of registration in unforeseen circumstances:

Registration in the International PGCE programme may be annulled by one of the parties in cases of force majeure, i.e. an unforeseen or extraordinary event which proves unavoidable, for example unforeseen government action, fire, flood, earthquake, civil uprising, war etc. Where an annulment occurs for reasons of force majeure, the Foundation of the International School of Geneva may levy specific annulment costs.

I declare that I have read, understood and agree to the 'PGCE (International) General and Financial Conditions School Year 2018-19.

Name:

Date:

Signature: