



APPLICATION LEAFLET 2017-2018



ADMISSIONS PROCEDURE

Dear Applicant, this leaflet is intended to guide you through the application and admissions process to Le Châtelard. It consists of three stages:

Stage 1: Application forms and documents

An application to Le Châtelard is based on the receipt of all the following documentation:

1. Student Information
2. Contact information
3. Parent's Report
4. Recommendation form
5. Application Form*
6. Physician's Report signed by a doctor
7. Copy of the most recent official school grades
8. Family photo
9. Applicant's Statement and Personal Essay*
10. Psychological Report * ⁽¹⁾

⁽¹⁾A psychological report is required for each applicant. Oak International will provide the contact for the psychologist who will apply the test and release this report to the Academy. This information is confidential and will be viewed by authorized staff only.

Stage 2: Offer

Admissions Council will normally grant the acceptance of the applicant to Le Châtelard's programs, after careful consideration of all the above documentation. Accepted applicants will receive a confirmation email with the decision of the Admissions Council. This may take **up to 15 days** for validation. There are no guaranteed or reserved places. Placement is subject to availability in each level. If a level is full, it is possible that a waiting list will be set up by the Admission Council.

Stage 3: Supporting documentation

- Parent's Agreement
- Medical Authorization forms
- 2 Photocopies of applicant's passport
- 7 Recent Passport-size color photographs
- Birth Certificate
- One recommendation letter from an enterprise (in a sealed envelope)*

Applicants will be given **20 working days** to send the supporting documentation to **Le Châtelard** directly. The address to send the package will be given at Stage 3 at the Online Application. However, be aware that **Le Châtelard** will not review any incomplete application. If the school secretary does not receive the supporting documentation within the given time, the application may be considered null and void.

In this stage it is required a deposit of 4.000 CHF to secure a place for the accepted applicant and to qualify for the Visa process. Only when full supporting documentation is sent to Le Châtelard, with the enrollment agreement signed, and the deposit reception confirmed in writing by Le Châtelard, you will have completed the application process.

*Does not apply for Summer Courses

SUMMER CAMP & SCHOOL YEAR DATES 2017-2018

Annual courses

	Junior High School	High School
Ages	13-15 years	15-17 years
Students arrival	08-Sept-17	09-Sep-17
Christmas Break	21-Dec-17 / 06-Jan-18	21-Dec-17 / 06-Jan-18
Students return	16-Jun-18	16-Jun-18

Spring Course

	Junior High School	High School
Ages	13-15 years	15-17 years
Students arrival	06-Jan-18	06-Jan-18
Students return	16-Jun-18	16-Jun-18

Summer courses

	Moo Camp	Swiss Camp
Ages	8-12 years	13-15 years
Students arrival	01-Jul-17	01-Jul-17
Students return	26-Jul-17	26-Jul-17

The school is closed during the Christmas break

Prices do not include transportation to and from the Academy.



FINANCIAL INFORMATION

Annual courses

	Junior High School	High School
Tuition and boarding	CHF 49,650	CHF 63,500
Clinics base charge	CHF 4,850	CHF 7,550
Excursion & transport	CHF 15,150	CHF 14,170
Trip to France, Belgium & Luxembourg (11 days)	CHF 4,050	N/A
Trip to Prague, Budapest & Vienna (11 days)	N/A	CHF 4,700
Trip to Italy (12 days Easter)*	CHF 4,050	N/A
Trip to Italy & Dubai (12 days Easter)*	N/A	CHF 6,700
Trip to Holy Land (10 days trip)	Included	Included

Spring Course

	Junior High School	High School
Tuition and boarding	N/A	CHF 41,500
Clinics base charge	N/A	CHF 4,900
Excursion & transport	N/A	CHF 9,070
Trip to Italy & Dubai (12 days Easter)	N/A	CHF 6,700

Summer courses

	Moo Camp	Swiss Camp
Tuition and boarding	CHF 6,900	CHF 7,950
Zurich & Lucerne	Included	N/A
Interlaken, Zurich & Lucerne	N/A	Included

Savoir Vivre

	1 week	2 weeks
Tuition and boarding	CHF 3,158	CHF 4,858

* If the student doesn't go on Easter trip, please add the money to travel back home.

Application fee

A one-time non-refundable fee of CHF 4'000.- must accompany the application form in order to begin the admissions process.



PERSONAL ACCOUNT

Personal Account Department is in charge of the students' personal accounts in Le Châtelard. Statements are visible 24/7 to parents at Le Chatelard's website under parent's portal. The recommended amount to transfer for the personal account is shown in the table below. This estimated amount will normally cover the general expenses.

Minimum recommended	Junior High School	High School
Annual course	CHF 4,140	CHF 6,040
Spring course	CHF 2,900	CHF 4,000
	Moo Camp	Swiss Camp
Summer Course	CHF 1,000	CHF 1,000

Charges such as the optional trips, medical expenses, taxis, special requests and the school shop account will be charged on your child's personal account.

TUITION ACCOUNT DETAILS

All payments for Tuition and Boarding, Clinics, Excursion & Transportation should be deposited to:

Receiving Bank Name: UBS SA, TP Operations Center 1820 Montreux, Switzerland
Account Number: 249-G55034230
Sorting code: UBSWCHZH18D
SWIFT: UBSWCHZH80A
Beneficiary Name: Institut Le Chatelard Les Avants SA
Currency: CHF
Reference: ID Number - Student Name
IBAN: CH53 0024 9249 G550 34230

To contact Accounting Department

Anne-Frances Gaiani
Administration & Human Ressources
Email: rh_adm@lechatelard.com

Jacqueline Tachet
Assistant Students' Personal Accounts
Email: assist_adm@lechatelard.com

INFORMATION ON OBTAINING A SWISS VISA

No visa required for entry in Switzerland for passport holders of the following countries

Andorra	Estonia	Iceland	Malaysia	San Marino
Austria	Fiji	Ireland	Malta	Singapore
Belgium	Finland	Italy	Monaco	Slovenia
Bulgaria	France	Japan	Norway	Slovakia
Czech Republic	Germany	Latvia	New Zealand	Spain
Cyprus	Greece	Lichtenstein	Poland	Sweden
Denmark	Holland	Lithuania	Portugal	Vatican
England	Hungary	Luxembourg	Romania	

Visa required for entry in Switzerland

For students who are citizens of a country which is not listed above, a student visa for entry into Switzerland is required. As soon as the student has been accepted at Le Chatelard, parents must submit a visa request in their country of residence at the nearest Swiss Embassy/Consulate.

We ask all interested families to ensure that they are aware of the time in which it may take to apply for the visa. The procedure is quite long and the whole process may take up to three months. We would, therefore, strongly recommend that you begin the process of obtaining a student visa for Switzerland as soon as possible.

Depending on your country of residence, you can submit your visa application directly at a Swiss representation abroad, an external visa service provider, at the representation of another Schengen State or via the online visa application.

- These possibilities are only valid for short-term visas (up to 90 days) such as tourist, visit or business (Schengen visa).
- Applications for long-term visas (over 90 days, National Visa) must be filed directly with the responsible Swiss representation abroad.

Documents which you must provide for the Swiss Embassy or Consulate

- Three national (type D) visa application forms, fully completed and signed by the applicant.
- Four identical recent passport photos (please consult the requirements on the webpage). Digital files and photocopies will not be accepted.
- Two copies of valid passport or travel document (photo, data and signature pages only)
- Documentation to submit with a national visa application
- Two copies of statement containing exact details of income and assets, with official proof and/or bank statements
- Letter of acceptance from Le Châtelard (request this from your promoter).
- Cost of the application EUR 60

If you have any questions regarding filling out the form or obtaining the Swiss Visa for American Students consult Coquis Sancristóbal csancristobal@oakinternational.org. For visa of non-American countries visit: [https://www.swiss-
visa.ch/register/i210_select_country_view.action](https://www.swiss-visa.ch/register/i210_select_country_view.action)

NEED HELP WITH THE APPLICATION?

We have agents around the world willing to assist you through the application process. We offer unparalleled service, excellent professionalism, and the highest ethical standards. All our agents are well trained to ensure they have the answers to your questions and the knowledge to make your application process easier.



Mexico

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