

# Application form



LEMANIA COLLEGE

**Swiss private School in Lausanne  
Founded in 1908**

**Lémania College** – Chemin de Préville 3 – CP 550 – 1001 Lausanne,  
Suisse

Tél. +41(0)21 320 15 01 – E-mail: [admission@Lemania.ch](mailto:admission@Lemania.ch)  
[www.Lemania.ch](http://www.Lemania.ch)

## STUDENT INFORMATION

PLEASE PRINT IN CAPITAL LETTERS

Please attach an ID photo

Last name: \_\_\_\_\_ First name: \_\_\_\_\_

Female  Male

Date of birth: \_\_\_\_\_

Nationality: \_\_\_\_\_ Place of birth: \_\_\_\_\_

If Swiss, place of origine: \_\_\_\_\_

Mother tongue: \_\_\_\_\_

Passport's number/ ID card: \_\_\_\_\_

(Please attach a copy of the student's passport (if a visa is required))

E-mail: \_\_\_\_\_ Phone: \_\_\_\_\_

Do you need a visa to study in Switzerland?  Yes  No

## STUDENT'S ADDRESS IN SWITZERLAND (IF KNOWN)

Street name and number: \_\_\_\_\_

Postal code: \_\_\_\_\_

City: \_\_\_\_\_

## GENERAL INFORMATION CONCERNING PARENTS/ LEGAL GUARDIAN

PLEASE PRINT IN CAPITAL LETTERS

Mother's last name: \_\_\_\_\_ Mother's first name: \_\_\_\_\_

Father's last name: \_\_\_\_\_ Father's first name: \_\_\_\_\_

Legal guardian's last name: \_\_\_\_\_ Legal guardian's first name: \_\_\_\_\_

Street's name and number: \_\_\_\_\_

Postal code: \_\_\_\_\_ City: \_\_\_\_\_

Country: \_\_\_\_\_

Father's occupation: \_\_\_\_\_ Father's phone: \_\_\_\_\_

Mother's occupation: \_\_\_\_\_ Mother's phone: \_\_\_\_\_

Phone number (Home): \_\_\_\_\_ Phone number (work): \_\_\_\_\_

Father's email: \_\_\_\_\_ Mother's email: \_\_\_\_\_

Person to contact in case of emergency (full name and phone number): \_\_\_\_\_

## BILLING ADDRESS ( IF DIFFERENT FROM POSTAL ADDRESS)

Company's name: \_\_\_\_\_

Last/ first name of the person responsible for the payment: \_\_\_\_\_

Street's name and number: \_\_\_\_\_

Postal code: \_\_\_\_\_ City: \_\_\_\_\_ Country: \_\_\_\_\_

## CHOICE OF PROGRAM

### ACADEMIC COURSES

#### SECONDARY STUDIES

- 7e H                       8e H                       9e H  
 10e H                     11e H                     Revision in summer

- Lunch & afternoon studies  
 Vegetarian  
 Afternoon studies

#### SWISS MATURITE

- Preparatory for Swiss Maturite                       Connection to high School with German  
 Class 4     Connection to high School without German  
 Class 2     Class 3  
    Class 1     Class CM

#### FRENCH BACCALAUREATE

- Second     First     Terminal

#### INTERNATIONAL BACCALAUREATE (IB) IN ENGLISH:

- Preparatory class (IB)                                       IB1 (Year 1)     IB2 (Year 2)

#### INTENSIVE LANGUAGE COURSES

- English    French                                       15 hours/ week                                       20 hours/ week (French)

Duration: \_\_\_\_\_

#### SUMMER CAMP:

- English                       15 hours with Boarding School                       15 hours without Boarding School  
 French                       20 hours with Boarding School                       20 hours without Boarding School  
    IELTS 20 hours with Boarding School                       IELTS 20 hours without Boarding School

Duration: \_\_\_\_\_

#### COMMERCIAL STUDIES

- Business management diploma                       Secretarial diploma                                       Business diploma  
 CFC commerce profile B                               CFC commerce profile E                               Pre-apprenticeship certificate  
    Executive secretary diploma

### DATE OF PROGRAMME

Starting date: \_\_\_\_\_ (DD/MM/YYYY)

Length of studies : \_\_\_\_\_

Price of selected courses per year: **CHF** \_\_\_\_\_

Price of selected courses per term: **CHF** \_\_\_\_\_

School reports to be sent \_\_\_\_\_

- to the parents                                       to the student                                       to the legal guardian

### MEALS FOR EXTERNAL STUDENTS

- 10 meals tickets 160 CHF                       Annual meal plan 2'680 CHF                               Vegetarian

### MEDICAL AND DIETARY INFORMATION

**Does the student have any specific health problems and/ or pathologies we should be aware of?**

- No                                       Yes

**If yes, please specify which ones, as well as the measures to be taken in an attached document.**

## BOARDING SCHOOL

### ACCOMODATION INFORMATION

Types of rooms	Description of the rooms	Shared room (Two twin beds)	Single room
Comfort +	With shower, WC and fridge	<input type="checkbox"/>	<input type="checkbox"/>
Comfort (only for girls)	With shower and fridge	<input type="checkbox"/>	<input type="checkbox"/>
Standard	Shower and WC in the hallway	<input type="checkbox"/>	<input type="checkbox"/>

Do you want to stay at Lémania during the weekend?  Yes  No

### INCLUDED IN THE ACCOMODATION PRICE

- Full board
- Three meals per day and snacks continuously
- Daily housekeeping service, cleaning, laundry and ironing
- Provision of bedding and towels
- Unlimited Wi-Fi
- Educational supervision, studies hall and pedagogical monitoring
- Sport (fitness)
- Leisure, sports and cultural activities partially included

### MEDICAL AND DIETARY INFORMATION

Does the student require any special treatment or diet?

No  Yes If yes, please specify: \_\_\_\_\_

Does the student have an allergy?

No  Yes If yes, please specify: \_\_\_\_\_

Does the student have to take a specific medication/ require any treatments?

No  Yes If yes, please specify ( as well as the dosage): \_\_\_\_\_

Other: \_\_\_\_\_

## VISA AND EXPRESS LETTER

Study visa CHF 450 (Swiss side only)

Express mail CHF 120.-

**Studies lasting more than 3 months, only for non-European. Students are responsible for their Swiss study visa application process in their own country including a mandatory visit, in person, to their Swiss Embassy and a request for a multiple entry visa.**

**(Recommended for visa letter)**

## OPTIONAL SERVICES

### LIMOUSINE SHUTTLE FROM AND TO AIRPORT

#### One-way limousine service:

Geneva airport

Zurich airport

#### Round trip limousine service:

Geneva airport

Zurich airport

#### Flight information, if known, for limousine service:

Name of the airline company: \_\_\_\_\_

Date of arrival: \_\_\_\_\_ Flight number: \_\_\_\_\_ Time of arrival: \_\_\_\_\_

Date of departure: \_\_\_\_\_ Flight number: \_\_\_\_\_ Time of departure: \_\_\_\_\_

**Students who have chosen the limousine service should email the exact flight details and student's name to [admissions@Lemania.ch](mailto:admissions@Lemania.ch), at least one week before arrival.**

## PRIOR INFORMATION

Have you previously studied at Lémania School?

No

Yes

If yes, in which year?

Why did you choose Lémania School? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Last School attended with dates and certificates obtained: \_\_\_\_\_

How did you hear about the Lémania School? \_\_\_\_\_

Parents or acquaintances

Former students

Word of mouth

Reply coupon

Brochures

trade fair/ fair

Website of Lémania School

Google

Facebook, Twitter, LinkedIn

Representative of Lémania School (name): \_\_\_\_\_

Swiss Embassy/ Consulate (city, country): \_\_\_\_\_

Newspaper/ magazine (please specify): \_\_\_\_\_

Advertising (please specify): \_\_\_\_\_  Other (Please specify): \_\_\_\_\_

## PAYMENT METHODS

### PAYMENT

We recommend that you make the payment immediately after receipt of the invoice, in order to definitively reserve the room in the Boarding School, otherwise the room may no longer be available. Refunds of payments made by credit card will be made to the same card. The reservation is final after receipt of the total amount of the invoice.

**Please enter the student's first and last name as the payment reference**

Bank transfer to Ecole Lémania, adress: **Chemin de Préville 3, CP 550, 1001 Lausanne, Suisse**

PLEASE CHOOSE ONE OF THE FOLLOWING BANK ACCOUNTS:	ACCOUNT	SWIFT CODE	IBAN
UBS SA, Lausanne	243 - 285.400.01J	UBSWCHZH80A	CH20 0024 3243 2854 0001 J
Crédit Suisse (CS), Lausanne	4425 - 481.715-01	CRESCHZZ10A	CH11 0483 5048 1715 0100 0
BCV, Banque Cantonale Vaudoise, Lausanne	767 - 302.09.50	BCVLCH2L	CH30 0076 7000 E030 2095 0

**\* Credit card (the amount will be debited immediately):**

If you want to pay by credit card, please choose the type of card:

Visa     American Express     Mastercard     Diners

**All payment by credit card will incur a 3% service charge.**

Please, fill in the following information:

Card number: \_\_\_\_\_ Amount to be debited: \_\_\_\_\_

Expiration date (Month/ Year): \_\_\_\_\_

Name and surname of the card holder, as shown on the card: \_\_\_\_\_

Signature of the card holder: \_\_\_\_\_

**All payment via PayPal will incur a charge of 3% .**

To pay via Paypal, please go to PAppal.com and send the payment to: **payment@lemania.ch**

**Direct payment:**

I would like to pay directly to the secretariat of the Lémania College, Chemin de Préville 3, at Lausanne, at the latest 30 days before the start of the program.

I will pay     In cash     bay bank/ post card     By credit card \*

**Payment terms:**

I will pay     per quarter     per semester     per year

**If no box is checked, Lémania College will invoice by term (except if a VISA is required).**

**We remind you that in the event of a single or annual payment in advance, you will benefit from a discount (exception: credit card and WIR check). Please deduct the discount from the invoice when making your payment.**



# CONDITIONS GENERALES ET FINANCIERES

## 1. Course organization

The Lémania College is divided into several study departments (sections) as well as the Boarding School, each managed by its own Director. Each student is affiliated to a specific department.

## 13. Third-party liability insurance

It is strongly recommended that parents or legal guardian take out their-party liability as they could be held liable for any damage

## 14. Accident insurance (included in the tuition)

The School provides accident insurance for all students, who are covered on the direct journey to and from Lémania College and during activities organized by the School, provided that the student has taken out health insurance which must be valid in Switzerland, the EU and the rest of the world.

## 15. Health insurance

Health insurance is compulsory in Switzerland. Boarding students who are not Swiss residents are automatically insured through the School. Premiums are paid by parents/ legal guardian/ student. Day students are not insured by the School, but must have personal health insurance that is valid in Switzerland, the EU and in the rest of the world. The School cannot, under any circumstances, be held responsible for any negligence regarding the student's health insurance situation.

## 16. Food allergies

The School cannot guarantee the provision of allergens free food. In the event of food allergies, Lémania College and its staffs cannot be held responsible for allergies caused by certain products. Food served at the School or provided during activities/ sports/ trips could contain allergenic components; and the student must take personal responsibility for checking what he/ she eats and for informing the staff.

## 17. Meal plan cancellation

Any meal plan cancellation during the academic year must be announced officially (letter/email) to the Boarding Department. In this scenario, meal costs are due for the current calendar quarter. This condition is applicable regardless of the reason for departure (voluntary or involuntary departure, expulsion, family problems, illness, etc.).

## 18. Discipline

Students must comply with all of the School and Boarding School rules. The various Section Directors reserve the right to suspend or expel at any student whose conduct is considered harmful to the welfare of the School community at any time, and without compensation from Lémania College. **The parents/ legal guardian or the student must pay the tuition fees and Boarding fees (if applicable) for the current calendar quarter and the following one and the total of any other fees/ extra expenses that might apply.**

Any deposit and tuition fees received for periods beyond this term shall be returned, provided that all the student's financial obligations have been met. Any damage caused to the School must be paid by the parents/ legal guardian or the student. We strongly recommend that parents/ legal guardian or the student take out liability insurance.

## 19. Knife of/ and any blunt object holding

The possession of any knife, brand and size combined (Laguiole, Swiss knife, etc.), is prohibited within the perimeter of the Lemania school. Severe measures up to dismissal can be applied.

## 20. Possession and consumption of alcohol and/or illegal substances

It is strictly forbidden to possess, consume or be under the influence of alcohol and/or narcotic substances on school premises. In case of doubt, Lemania School reserves the right to carry out a drug test under medical supervision. If the result is positive, severe measures, including dismissal, may be applied. In addition, all costs related to the test are to be paid by the parents/guardians/student.

## 21. Visas and residence permits in Switzerland

In order to start the visa process from the competent Swiss authorities, the first semester of Schooling and Boarding, if applicable, must be paid. The Lémania College declines all responsibility in the event of a late arrival due to a visa problem. The Lémania College cannot be held responsible in the event of late delivery of visas or residence permits, for which the responsibility lies with the Swiss immigration office and the embassies.

## 22. Important note

The use or possession (even brief) of alcohol or illicit substances is strictly forbidden and may lead to immediate expulsion without any compensation from Lémania College. The financial obligation already contracted shall remain valid until the end of the next trimester (see article 4).

## 23. Modification or suppression of courses

Lémania College reserves the right to modify the dates, classes, timetables and locations of a course and to cancel or postpone a course if the number of students turns out to be insufficient. In the event of a course cancellation, the fees already paid will be fully refunded.

**I hereby certify that I have read and understood the general and financial conditions, the price list provided, the cancellation policy and the early departure policy, and I accept all conditions associated with this contract with this Lémania College contract.**

Place: \_\_\_\_\_ Date: \_\_\_\_\_

Name of the parents or legal guardian: \_\_\_\_\_ Degree of relation: \_\_\_\_\_

Signature of parents/ legal guardian: \_\_\_\_\_

Signature of the student: \_\_\_\_\_