



**General and Financial  
Terms & Conditions 2026-2027**  
Nursery & Primary School



# General and Financial Terms & Conditions 2026-2027

## Nursery & Primary School

### Enrolment

Enrolment is for the full academic year 2026-2027 (or the remainder of the academic year 2026-2027) in the following classes:

- Nursery 1: A minimum of 2 half-day sessions are required.
- Nursery 2: A minimum of 2 sessions (half days or full days) are required.
- Pre-School: A minimum of 4 sessions across 4 days (morning or afternoon) are required.
- Reception (Primary): A minimum of 2 morning sessions and 2 full days are obligatory (option for 4 full days is possible).
- Year 1, Year 2, Year 3, Year 4 (Primary): 4 full days are obligatory

An extra half or full day on Wednesday may be available for your child.

Please ask for more information.

All modifications to the initial enrolment must be provided in writing to the Nursery & Primary School administration. Addition of or changes to sessions already accepted will be subject to availability. **Any decrease in sessions must respect the following deadlines, or the original / current enrolment fee will be due :**

- 24th July 2026 for the first term
- 17th November 2026 for the second term
- 12th March 2027 for the third term

Bell Switzerland reserves the right to cancel a course or to merge classes owing to insufficient enrolment. Times may also be modified.

## Cancellation

All cancellations of enrolment must be provided in writing to the Nursery & Primary School administration before:

- 24th July 2026 for the first term
- 17th November 2026 for the second term
- 12th March 2027 for the third term

**Cancellations after these deadlines are not accepted.** Full fees for the enrolment option in place on the above dates will be invoiced and will remain due. **No reimbursements will be considered for cancelled enrolments.**

## Attendance and Absences

Parents and carers are expected to bring students to school on time and collect students promptly at the designated times. Late collections will result in fees being charged.

The school calendar should be respected and extended absences for holidays etc. should be avoided during term time.

All absences are non-refundable, and replacement sessions cannot be offered.

## Payment

- The fee for the first term must be paid 30 days before the start of the academic year (by 24th July 2026) or in the case of later starts, at least 15 days before the child's start date.
- Where the offer of enrolment and start date are less than 2 weeks apart, the total of the term's fees will be invoiced and must be paid on or before the start date.

- Fees will be calculated per full week for the number of weeks the child is enrolled.
- All payments must be paid against an invoice raised by Bell Switzerland.
- Your child's place is not guaranteed until full payment is received. Proof of payment may be requested.

## Miscellaneous

- In the event of “force majeure” such as fire, flood, earthquake, storm, hurricane, natural disaster or epidemic resulting in school closure, or if the school is forced to close owing to cantonal or federal law for a long period of time, classes will be replaced in accordance with cantonal distance learning guidelines. Where there are no possibilities for the school to provide this temporary replacement service, fees will be deducted pro-rata from the following term or year.
- Materials and books are included in the fees.
- All external excursions incurring costs will be charged and must be paid for (on an invoice).
- Any additional options, e.g. Early Doors, After School Club, supervised or catered lunches and *ad hoc* enrolments will be invoiced separately. Any cancellation of these services must be given in writing. Reimbursement of charges in the case of illness will be reviewed on an individual basis upon request.

## Medical

In signing an enrolment contract with Bell, you confirm that:

- Your child is covered by medical, accident and liability insurance.
- Your child is vaccinated according to the Swiss vaccination plan (please provide a copy of records after enrolment has been confirmed).

- You accept that in an emergency, if it has been impossible to reach you first, members of Bell Switzerland are permitted to call an ambulance, so that your child can receive any necessary medical treatment.
- No reimbursement of fees or replacement sessions owing to absences from illness will be considered.

## **Use of Images and Recordings of Students**

The school may wish to photograph, film or record students for certain events within the context of their school education. These images may be taken for internal use (e.g. classroom display boards, staff training purposes, newsletters distributed within the Bell school community) or external use (e.g. website, social media, marketing material).

Regarding the external use of images, the following conditions of use of images and recordings of students apply:

1. Personal details or full names (first name and surname) will not be disclosed on pictures or alongside a picture or recordings (of a minor) without the express permission of a parent or legal guardian.
2. Personal details such as email addresses, postal addresses or telephone numbers will not be disclosed.
3. The school will only use pictures of appropriately dressed students.
4. The permission to use images or recordings is for an unlimited period of time. Archived images and recordings can be used by the school.
5. The school will not share images or recordings to external third parties, without parents/guardians' consent.
6. The school will not pay students or their legal representative for images or recordings.

Parents/guardians are asked to give explicit consent for the use of photographs and video recordings of their children as part of the online enrolment and re-enrolment processes. Permission for internal and external use of photos is solicited annually and, if granted, can be revoked at any time by writing to [nursery@bell-school.ch](mailto:nursery@bell-school.ch). The school will take all reasonable steps to ensure that no new images or recordings of the student are used in contexts for which consent has been withdrawn. Withdrawal of consent will not apply to images or recordings already published or distributed where removal is not reasonably practicable.

## Data Protection

In signing an enrolment contract with Bell, you confirm that

- In enrolling with Bell Switzerland, you are agreeing to the storage and use of any student or personal information you provide for Bell's purposes only.
- Bell will only share your personal details with third party providers who are contracted to provide a specific service on behalf of Bell and require the information to perform their function (e.g. student platforms, DIP, SASAJ)
- Bell will pass on your details to Swiss government agencies if requested by them to do so. We will not pass any personal details on to any other third party or organisation.

You can find details of the Bell Data Protection Policy at <https://www.bell-school.ch/en/data-protection-policies/>

## Individual Education Plan

- Any child who has a special educational need and/or requires an Individual Education Plan is welcomed into school where our programme can meet the child's needs. If additional support is needed requiring extra staff, this will be at the parents' cost.

- If a child requires additional support and is unable to attend school owing to absence or illness, cancellation of these services must be given in writing. Where possible, the school will reallocate the services to a later date.
- Where a child's needs cannot be met by Bell, we reserve the right to terminate the enrolment.
- The school reserves the right to request documents related to cognitive and behavioural assessments, as well as records from previous schools, to support the student's educational needs and placement.

## **Disagreement**

Any dispute arising from the Enrolment Contract and/or the Terms & Conditions of Enrolment is subject to the exclusive jurisdiction of the Geneva courts. The Enrolment Contract and the General and Financial Conditions are governed by Swiss law.

## **Enrolment Fee**

A one-time non-refundable enrolment fee of CHF 250 is due for new students at the moment of registration. This fee covers the administrative costs of processing the registration for all new students.

## Tuition Fees for Nursery · Age 2 to 4

All fees indicated below are in Swiss Francs (CHF).

Nursery 1	Nursery 2	Schedule	Term 1 Autumn (16 weeks)	Term 2 Winter (12 weeks)	Term 3 Spring (10 weeks)	TOTAL
●	●	2 half days	2'465.-	1850.-	1540.-	5855.-
●	●	2 half days + lunch supervision*	2945.-	2210.-	1840.-	6995.-
●	●	3 half days	3460.-	2590.-	2160.-	8210.-
●	●	3 half days + lunch supervision*	4180.-	3130.-	2610.-	9920.-
●	●	4 half days	4170.-	3125.-	2600.-	9895.-
●	●	4 half days + lunch supervision*	5130.-	3845.-	3200.-	12'175.-
	●	5 half days**	5585.-	4185.-	3490.-	13'260.-
●	●	2 full days	5460.-	4090.-	3405.-	12'955.-
●	●	3 full days	7690.-	5765.-	4805.-	18'260.-
●	●	4 full days	9320.-	6990.-	5825.-	22'135.-
	●	4 full days + 1 half day**	10'745.-	8060.-	6710.-	25'515.-

\*No meal provided.

\*\* Includes Young Learners classes on Wednesdays, for children aged 3+.

## Tuition Fees for Pre-School Class and Primary School

All fees indicated below are in Swiss Francs (CHF).

Pre-School	Reception	Key Stage 1 & 2	Schedule	Term 1 Autumn (16 weeks)	Term 2 Winter (12 weeks)	Term 3 Spring (10 weeks)	TOTAL
●			4 half days	4170.-	3125.-	2600.-	9895.-
●			4 half days + lunch supervision*	5130.-	3845.-	3200.-	12'175.-
●	●		2 full days + 2 half days	7470.-	5605.-	4675.-	17'750.-
●	●		2 full days + 2 half days + lunch supervision*	7950.-	5965.-	4975.-	18'890.-
●	●	●	4 full days	9320.-	6990.-	5825.-	22'135.-
●	●	●	4 full days + 1 half day**	10'745.-	8060.-	6710.-	25'515.-
	●	●	5 full days**	11'980.-	8865.-	7390.-	28'235.-

\*No meal provided.

\*\* Includes Young Learners classes on Wednesdays.

Please contact the school administration ([nursery@bell-school.ch](mailto:nursery@bell-school.ch)) for information regarding fees and availability of other possible enrolment options.

## Sibling and Other Discounts

A discount of 5% will be applied where siblings are enrolled in the Young Learners, Nursery and/or Primary Section, or when annual fees are paid in one lump-sum. The discount will be taken off the lesser invoice amount where the two amounts are different.

## Additional Options

All fees indicated below are in Swiss Francs (CHF).

<b>Early Doors</b> 8:00-8:30 (per day)	<b>Occasional Lunch Supervision*</b> 12:00-13:10 (per day)	<b>iSensi Hot Lunch</b> (per day)	<b>After School Club</b> 16:45-18:00 (per day)	<b>Late Pick-up</b> 12:00-12:15 or 16:45-17:00 (per occurrence)
15.-	15.-	10.-	20.-	15.-

\*No meal provided.

Parents/guardians will be asked to confirm they have read and accepted the conditions above at the moment of enrolment.