



General Conditions

For the Attention of Parents

Integral part of Application Forms

Index

Presentation.....	2
SISOG.....	2
Governance.....	2
Values.....	2
Our Pedagogical Approach.....	3
Our Classes and Groups.....	4
Preschool.....	4
Primary School.....	4
Primary Additional Programs - After School and Holiday Camps.....	5
Swedish Wednesday Morning (Lapland) and Fritids.....	5
Swedish Language School.....	5
Admissions.....	6
Admission Process.....	6
Waiting Lists.....	6
Application Period.....	6
Application Form and General Conditions.....	7
Hours, Fees and Terms.....	8
Opening Hours.....	8
Fees and Payment Schedules.....	8
Notice Periods.....	10
Calendar.....	12
Discounts.....	12
Banking Details.....	12
Insurances.....	12
Special Educational Needs.....	13
Notices and Communications.....	13
Enforceability of Terms and Conditions.....	13

Presentation

SISOG

Swedish International School of Geneva (SISOG) is a private nonprofit organization situated in Meyrin dedicated to providing high quality education based on the Swedish Pedagogical Approach, in a multilingual and multicultural setting.

The school is approved by the Geneva Department of Public Instruction (DIP) and follows a bespoke integrated curriculum based on the Swedish Academic Curriculum and on the PER – Plan d'études Romand (introduced in 2011 in the canton of Geneva).

Through individualized play and project-based learning connected to nature, we empower our students to think critically, build their self-esteem, discover their own potential and develop a love of learning. The school serves a diverse community of students, with a strong emphasis on cultural exchange and global citizenship. SISOG is very committed to keep the Swedish language and connection as well as to overall maintaining strong ties with Sweden, ensuring that students receive an education that not only prepares them for global opportunities but that also marks the values that makes our school unique.

Governance

Swedish International School of Geneva is a nonprofit association, governed by its statutes under Article 60ff. of the Swiss Civil Code.

The aim of the Association is to provide and develop private education in Geneva in accordance with the values of the Swedish National Education Agency and to operate Swedish International School of Geneva in accordance with the curriculums described by the Swedish National Agency for Education.

The bodies of the Association are the General Assembly, the Board and the Auditors.

The General Assembly is the ultimate decision maker of the Association. It adopts and amends the Association statutes, supervises the activities of the Association and approves the annual accounts.

The Board directs and manages the activities of the Association and, among others,

- ❖ implements the decisions of the General Assembly,
- ❖ is responsible for the accounting of the financial commitments,
- ❖ establishes an annual budget,
- ❖ acts as employer,
- ❖ is responsible for the school's long-term development,
- ❖ consults with school management, parents and PTA to define the vision and goals of the school.

Values

SISOG has 5 guiding values:

- ❖ Equality - At SISOG, every individual is equally valuable, deserving the same level of respect and opportunity.
- ❖ Empathy - We believe in finding echoes of another person in ourselves, embracing and acknowledging different perspectives to build deeper connections and understanding.
- ❖ Commitment - We value the act of binding ourselves to a course of action, following it through with intention and dedication, ensuring that our efforts lead to meaningful outcomes.
- ❖ Love of learning - We cultivate a positive feeling when acquiring new information and skills, driven by an intrinsic motivation to understand the world and ourselves more deeply.
- ❖ Community - We are a collective of people organised for the good of the whole, guided by trust, cooperation, and solidarity to create a supportive and unified environment.

Our Pedagogical Approach

- ❖ Our school promotes all children's development and learning. We have high academic standards and make sure that each child receives the opportunity of developing in accordance with their potential.
- ❖ Our approach is rooted in kindness, respect and a deep commitment to each student's personal growth. We foster a supportive and caring atmosphere where children can feel safe, valued and motivated to learn.
- ❖ We believe that a child's wellbeing and academic success go hand in hand.
- ❖ Activities are based on a holistic view of the child and are designed so that care, socialization and learning together form a coherent whole.
- ❖ We impart and establish respect for human rights and the fundamental democratic values on which Swedish society is based.
- ❖ We encourage all children to discover their own uniqueness as individuals and thereby be able to participate in the life of society by giving of their best in responsible freedom.
- ❖ There is no subject to discrimination on the grounds of gender, ethnic affiliation, religion or other belief system, identity, sexual orientation, age or functional impairment or other degrading treatment.
- ❖ We are aiming to develop the child's sense of empathy and concern for others, as well as an openness and respect for differences in people's views and ways of life.
- ❖ Our school is a social and cultural meeting place, which reinforces the high demands on the ability of people to live with and understand values inherent in cultural diversity. We prepare children for life in an increasingly internationalized community.
- ❖ Play is important for the child's development and learning. Conscious use of play to promote the development and learning of each individual child is constantly present.
- ❖ Time spent outdoors on a daily basis provides opportunities for play and teaching, both in planned and natural environments.
- ❖ The school is stimulating children's creativity, curiosity and self-confidence, as well as their desire to explore their own ideas and solve problems. They have the opportunity to take initiatives and responsibility, and develop their ability to work both independently and together with others. Working like this we contribute to students developing attitudes that promote entrepreneurship.
- ❖ We put great emphasis on issues concerning the environment and nature conservation. Our ecological approach and the positive belief in the future is ensuring that the children acquire a caring attitude to nature and the environment.
- ❖ Harmonious development and educational activity provide opportunities for exploring, researching, acquiring and communicating different forms of knowledge and experiences.
- ❖ Education and upbringing involve developing and passing on a cultural heritage – values, traditions, language, knowledge – from one generation to the next. Therefore we support families in their role of being responsible for the upbringing and development of their children. As a result there is a close cooperation between the home and school.
- ❖ Mealtime is a vital part of our educational mission at SISOG. Through pedagogical meals, we nourish our students' bodies and also their minds, teaching them about nutrition, sustainability, language, and the joy of sharing a meal with others. By integrating these practices into our daily routine, we hope to instill lifelong healthy habits and an appreciation for the role food plays in our lives and the world around us. A pedagogical meal is about being fully engaged in the entire meal experience. This includes everything from setting the table to ensuring that the food cart returns to the kitchen. Teachers sit with the students, guiding them through the meal, encouraging them to try new foods, discussing the importance of nutrition and environmental stewardship, and fostering language development.

By combining a warm and inclusive learning environment with rigorous academics, our curriculum is formed to cultivate, challenge and inspire individuals for their next stages of their education - whether within the Swedish system, the local Swiss system or internationally.

Our Classes and Groups

Preschool

In Preschool we admit children ages 1-4 years in two bilingual streams: Swedish/French or English/French

VASA:

English/French. Children from 1-2 years old. Children must be at least 12 months old when starting.

Gustav Vasa (1496-1560), also known as Gustav I, was the King of Sweden from 1523 until his death in 1560.

ASTRID:

English/French. Children from 2-3 years old. Children must be 2 by July 31.

Astrid Lindgren (1907-2002) was a celebrated Swedish author known for her beloved children's books, including the Pippi Longstocking series.

NOBEL:

English/French. Children from 3-4 years old. Children must be 3 by July 31.

Alfred Nobel (1833-1896) was a Swedish inventor, engineer, and industrialist, best known for inventing dynamite.

SVEA:

Swedish/French. Children from 1-4 years old.

"Svea" is a poetic and historical name for Sweden.

Primary School

In Primary School we admit children ages 4-12 years in two bilingual streams: Swedish/French or English/French.

The Primary School lasts 8 years divided into 4 year cycles in accordance with the PER (Plan d'Etudes Romand).

Cycle 1: Lower Primary (1P - 2P) and Middle Primary (3P - 4P)

Cycle 2: Upper Primary (5P - 8P)

GOTLAND:

English/French. 1P and 2P

Gotland is Sweden's largest island, located in the Baltic Sea.

VÄNERN:

Swedish/French. 1P and 2P

Lake Vänern is the largest lake in Sweden and the third-largest in Europe.

STOCKHOLM:

English/French. 3P and 4P

Stockholm, the capital of Sweden, spans 14 islands on the Baltic Sea archipelago.

KEBNEKAISE:

Swedish/French. 3P and 4P

Kebnekaise is Sweden's highest mountain.

KIRUNA:

English/French. Optional Swedish available. 5P and 6P

Kiruna is a town in northern Sweden, located above the Arctic Circle.

SIGTUNA:

English/French. Optional Swedish available. 7P and 8P

Sigtuna, founded in the late 10th century, is Sweden's oldest town.

Primary Additional Programs - After School and Holiday Camps

After School: After School offers free play, structured activities, outdoor and indoor activities. English/French. Swedish available on Wednesdays. 1P - 8P

Holiday Camps: Weekly camps organized during the Primary school holidays. English/French. 1P - 8P

Swedish Wednesday Morning (Lappland) and Fritids

LAPPLAND: Learning Swedish together with our Primary School Swedish. 1P to 8P. Wednesdays.
Lappland is a province in northernmost Sweden.

FRITIDS: An After School program in Swedish Swedish. 1P to 8P. Wednesdays.
Fritids is what we call the afternoon care program in Sweden.

Swedish Language School

SISOG offers language courses for children aged 6 and above, to the extent that this is possible to coordinate with the regular school schedule of the child.

SWEDISH SMALL GROUP CLASSES: Geared towards students attending Swiss, French or International schools who want to deepen their knowledge of the Swedish language. The program follows the Swedish national curriculum. Offered at our premises, at a range of different schools in the Geneva area, as well as Private Lessons.

SWEDISH ONLINE COURSES: For students in Middle School and Secondary School. The course allows students to continue developing the language through different subjects such as literature, history and social science with peers from different schools.

SOFIA DISTANCE LEARNING: Support teaching for students studying Swedish through Sofia Distance Learning, run by the Sofia School in Stockholm.

Admissions

Admission Process

Step 1: Application Form

Application of the student is done by completing the Application Form, signed by both parents/guardians, and sending it to the school by regular mail or email (admin@sisog.ch). The Application Form must be signed by both legal guardians in order to be valid. In case of sole guardianship necessary documentation needs to be provided.

Step 2: Application Fee

The Application Form must be accompanied by a non refundable Application Fee.

Step 3: Waiting List (when applicable)

All applications are subject to availability. If the child applies to a group which is full, the child will only be placed on a waiting list after the school receives the application fee.

Step 4: Offer of a place

The application will be reviewed by management and in case approved, a place will be offered to the child.

Step 5: Enrollment Fee

When an offer of admission is given an Enrollment Fee must be paid before the school can reserve the place. Both fees (application fee and enrollment fee) are non refundable and non deductible.

Step 6: Notice Periods

Enrollment for all our different classes is binding and the notice periods are valid from the date when the enrolment fee is paid.

Step 7: Documents

After enrollment, the school's administration will ask you for additional documents and forms.

Waiting Lists

If a child applies to a group which is full, the following wait list conditions apply:

- 1) Children with siblings in one of the school's activities have priority.
- 2) Children will be placed according to the date applied. Valid date is when the school receives a signed application form and proof of paid application fee.

Application Period

Applications for all programs can be made year-round.

Holiday Camps weeks may be booked individually subject to availability. Applications to book Holiday Camps during selected weeks must be done at least 2 months in advance.

Application Form and General Conditions

By filling in and signing the Application Form, Parents/Guardians conclude jointly and severally a tuition contract with Swedish International School of Geneva. By signing the Application Form, they acknowledge having read and accepted these General Conditions without reservation. They acknowledge that the Terms and Conditions contained herein and the incorporated Fees and Schedules of Fees may be updated or amended by the School, as determined by the School at its discretion with the objective of ensuring proper governance and financial sustainability of the school. The General Conditions govern the tuition contract and the entire contractual relationship between Parents/Guardians and the Swedish International School of Geneva.

This tuition contract is validly concluded by the original signature of the Parents/Guardians affixed to one or more copies of the Application Form.

The parties acknowledge that the contract is also validly concluded if scanned copies of the Application Form bearing the signatures of the Parents/Guardians are sent by email to Swedish International School of Geneva.

Any amendment to the covenants included in the Application Form shall be the subject matter of an additional clause/written addendum concluded in accordance with the above rules.

Hours, Fees and Terms

Opening Hours

All pickups/departures must be concluded 10 minutes before the closing hour of the enrolled program.

PRESCHOOL				
	5 Days Full Time	5 Days Part Time	4 Days Full Time	4 Days Part Time
Mon, Tue, Thurs, Fri	8am - 6:30pm	8am - 3pm	8am - 6:30pm	8am - 3pm
Wed	8am - 6:30pm	8am - 12:30pm	–	–

PRIMARY SCHOOL		
	1P - 4P	5P - 8P
Mon, Tue, Thurs, Fri	8am - 3pm	8am - 4pm
Wed	8am - 12:30pm	8am - 12:30pm

AFTER SCHOOL		
	1P - 4P	5P - 8P
Mon, Tue, Thurs, Fri	3pm - 6:30pm	4pm - 6:30pm
Wed	12:30pm - 6:30pm	12:30pm - 6:30pm

HOLIDAY CAMPS	
	1P - 8P
Every open day	8am - 6:30pm

SWEDISH WEDNESDAY MORNING AND FRITIDS		
	LAPPLAND	FRITIDS
Wed	8am - 12:30pm	12:30pm - 6:30pm

Swedish Language School:

Small Groups Swedish Language Classes last 90 minutes/week. For exact hours, please contact our administration. For Online Courses and Sofia Distance Learning information please contact our administration.

Fees and Payment Schedules

The Swedish International School of Geneva is a private non-profit association, run by its members and financed by student fees.

The first late payment notice will include a 50 CHF fee. The second late payment notice will include an additional 50 CHF fee. Failure to pay after the second late fee notice will result in collection proceedings.

For billing on other occasions the school charges an extra fee of 30 CHF per bill.

Application and Enrollment Fees

Application Fee: CHF 250 per child

Enrollment Fee: CHF 750 per child must be paid before the school can reserve the place.

Please be advised that the total cost of CHF 1,000 for the Admission process is separate from the tuition fees.

Both the application fee and enrollment fee are one-time charges applicable for the duration of the child's enrollment at the school.

Preschool Fees

Tuition fees cover all educational fees, as well as lunch and snacks. Nappies and powdered milk are not included.

	5 Days Full Time	5 Days Part Time	4 Days Full Time	4 Days Part Time
1 - 2 years old*	CHF 3 250/month	CHF 2 895/month	CHF 2 600/month	CHF 2 315/month
2 - 3 years old**	CHF 2 850/month	CHF 2 540/month	CHF 2 280/month	CHF 2 030/month
3 - 4 years old***	CHF 2 850/month	CHF 2 540/month	CHF 2 280/month	CHF 2 030/month

*Children must be at least 12 months old when starting

**Children must be 2 by July 31 of previous school year

***Children must be 3 by July 31 of previous school year

Preschool Payment Schedule

Tuition is paid monthly, one month in advance.

Enrollment in Preschool is binding for the whole school year, until July 31, and the price is split in 12 monthly installments. The first installment of the school year refers to August and the last installment refers to July of the following calendar year.

The invoices will be issued and sent twice a year with six monthly payments each time.

- First tranche: invoices from August to January
- Second tranche: invoices from February to July

For children admitted after the start of the school year, the number of monthly installments will be adjusted accordingly.

The official holidays, days that school are closed, pedagogical days and adaptation periods were taken into account in the calculation of the monthly installments. They do not give the right to any reduction and cannot be replaced by another day. In the event of a breach of contract, these days remain due to the school and will not be subject to any deduction.

Primary School Fees

Tuition fees cover all educational fees, as well as lunch and snacks.

	1P - 8P
5 Days	CHF 26 845/year

Primary School Payment Schedule

- 30% of the fee is paid before June 30
- 40% of the fee is paid before September 30
- 30% of the fee is paid before January 31

Primary School Additional Program (After School and Holiday Camps) Fees

After School Fee: After School Fees includes standard supervised activities, as well as lunch and snacks. Optional After School activities may have an extra cost. Prices and payment schedules vary.

	After School (1P - 8P)
5 Days	CHF 5 778/year
4 Days (no Wed)	CHF 4 625/year
Wed	CHF 1 153/year

Holiday Camps Full Year Fee: Holiday Camps Fees includes standard supervised activities, as well as lunch and snacks.

	Holiday Camps Full Year (1P - 8P)
13 weeks	CHF 5 220/year

Primary School Additional Programs (After School and Holiday Camps Full Year) Payment Schedule

- 30% of the fee is paid before June 30
- 40% of the fee is paid before September 30
- 30% of the fee is paid before January 31

Holiday Camps weeks that are purchased individually will have different prices, depending on the activity that week. Payment schedules vary.

Swedish Wednesday Morning (Lapland) and Fritids Fee

Tuition fees cover all educational fees, as well as lunch (Lapland) and snacks. Enrollment in Lapland and Fritids is binding for the whole school year.

	LAPPLAND	FRITIDS
Wed	CHF 2 714/year	CHF 1 153/year

Swedish Wednesday Morning (Lapland) and Fritids Payment Schedule

- 30% of the fee is paid before June 30
- 40% of the fee is paid before September 30
- 30% of the fee is paid before January 31

Swedish Language School Fee

Prices per child. Enrollment in Swedish Language Classes is binding for the whole year.

	1-2 Students	3-5 Students	6+ Students
Small Groups	CHF 4 526/year	CHF 2 302/year	CHF 1 385/year

Swedish Language School Payment Schedule

- 50% of the fee is paid before November 30
- 50% of the fee is paid before March 31

The prices and payment schedules for Online Courses and Sofia Distance Learning vary. For more information please contact our administration.

Notice Periods

The following applies to the Preschool:

A contract signed with preschool is binding for the whole school year, until July 31, and renews automatically unless the school receives a written notice confirmed by both parents before March 31. The age group for the following year will be adjusted accordingly.

The requests to terminate the contract during the ongoing year will be accepted with a 3-month notice period only if the family meets one of the following conditions with supporting documentation:

- Loss of employment of one of the parents or
- Moving outside Geneva

Although not guaranteed, other demands to change the program or resiliate the contract of the ongoing school year may be requested in writing to the school administration 3 months in advance and it will be treated individually by the school management.

In case of early termination, tuition fees are paid in full during the 3-month notice period.

The following applies to the Primary School and to the Primary School Additional Programs:

Application for admission to the Primary School and Primary School Additional Programs can be made year-round. A contract signed with Primary School is binding for the whole school year and renews automatically unless the school receives a written notice of termination confirmed by both parents as per the rules below. The age group for the following year will be adjusted accordingly.

Termination of the tuition contract for Primary School and Primary School Additional Programs can be done twice a year upon the following conditions:

- ❖ Notice of termination for the next academic year must be given in writing to the school administration before February 28. In case of late termination (i.e., after February 28), 50% of the yearly tuition fee will be payable and the place of the child will remain available until December 31.
- ❖ Notice of termination for the spring term (commencing beginning January) must be given in writing to the school administration before October 20. In case of late termination (i.e., after October 20), the yearly tuition fees for the ongoing academic year will be payable in full.

Withdrawal communicated	Enrollment end date	Amount Due
Until February 28 (inclusive)	-	none
Between March 1 and October 20 (inclusive)	December 31	50% tuition fees
From October 21	June 30 (following calendar year)	100% tuition fees

Holiday Camps weeks booked individually are binding and non-refundable.

The following applies to the Swedish Wednesday mornings (Lappland) and Fritids:

Enrollments in Lappland and Fritids follow the same rules and have the same notice period as Primary School.

The following applies to Swedish Language School:

Enrollments in Swedish Language School follow the same rules and have the same notice period as Primary School.

The following applies to all:

The management, after a decision by the Board, may terminate the contract with immediate effect (exclusion) for just cause or in the event of non-compliance with these terms and conditions. Among others, the following are considered just cause: behaviour of the child and/or parent incompatible with the smooth running of the institution or non-compliance with timetables.

The above terms of notice apply without exception.

Calendar

The entire school operations will be closed during regular Swiss bank holidays (Geneva canton) and on May 1, December 24 and December 31.

The Preschool and Primary School have the right to close for 5 days per calendar year for teacher's pedagogical days and additional days at the discretion of the Head. The pedagogical days are decided by the Head and will be communicated at least 2 months in advance.

The Preschool is closed:

- 2 weeks in the summer (last week of July and first week of August)
- 2 weeks at the end of the year (period of Christmas break and New Year)

The Primary School, After School, Lappland and Fritids strives to follow the Geneva canton school schedule and its school holiday periods.

The Swedish Language School also strives to follow the Geneva canton school schedule and its school holiday periods.

The exact dates of the closures will be communicated to the parent when the child is registered and at the latest at the start of each school year.

Discounts

The school gives a discount of 20% for the third child, 25% for fourth or additional children at SISOG. The discount is calculated based on the lowest fee.

Banking Details

All payments should be made by transfer, as per payment instructions below:

Beneficiary: Association de l'école suédoise de Genève / 1217 Meyrin Suisse

Account number: 12 – 10403 – 9

IBAN: CH4609000000120104039

SWIFT/BIC Code: POFICHBEXXX

Clearing number for Post Finance: 09000

Financial institution: PostFinance, Engehaldenstr. 37, 3030 Bern Suisse

Insurances

It is the responsibility of the student's parents/legal guardian to subscribe to a valid health/accident insurance as well as a civil insurance. The school may not be required to cover medical expenses resulting from an accident that occurred at school. Please note that basic health insurance provides limits on benefits, particularly in the event of ambulance transport. We suggest that parents supplement basic health insurance with private supplementary insurance.

Special Educational Needs

At Swedish International School of Geneva, we are committed to providing an inclusive and supportive learning environment where all children can thrive. We recognize that each student is unique and may require different levels of support to reach their full potential.

Our approach to Special Educational Needs (SEN) is based on early identification, personalized support, and collaboration with parents to ensure the best development for each child. We strive to integrate all students into the classroom setting as much as possible while offering tailored interventions when needed.

While our general SEN provision is included in the schools standard support structure, some children may require significant additional assistance, such as one-to-one support. In such cases, we will work closely with parents to assess the specific needs of the child and explore the best possible solutions.

If an external assistant, one to one support teacher or specialist is required, the associated costs need to be covered by the parents/legal guardians.

We believe in open communication and collaboration with parents throughout this process to ensure that every child receives the support they need in a sustainable and effective way.

If you have any questions or would like to discuss your child's individual needs, please feel free to contact admin@sisog.ch who will put you in contact with our SEN coordinator.

Notices and Communications

All notices and communications related to the performance of this agreement, including non-fulfillment and termination thereof, shall be validly made in writing to the postal addresses or, alternatively, to the email addresses as indicated by the Parents/Guardians and the School and as modified from time to time by the parties.

Enforceability of Terms and Conditions

Neither failure by Swedish International School of Geneva to enforce any of the Terms and Conditions contained herein or the incorporated Schedules of Fees, nor oral statements or actions made by or on behalf of the School, its officers, employees, or agents shall constitute a waiver of the right to enforce any provision contained herein.

These General Conditions of February 2025 will apply as of August 18th, 2025 (i.e., the start of the school year 2025-2026).