

Extra-curricular activities Terms and Conditions

1. **Application to ECA:** Kindly be informed that applications for extra-curricular activities will not be accepted after the specified due date. We encourage you to submit your applications within the given timeframe to secure a spot for your child in their desired activity. Additionally, we understand the importance of finding the right fit for each child's interests and talents. Therefore, during the first two weeks of the term, we allow children to request changes to their activity selection based on availability. We will do our best to accommodate these requests, ensuring every student has the opportunity to engage in an activity they enjoy
2. **Cancellation of ECA Services:** Cancellation of extra-curricular activities (ECA) services is accepted at the end of each academic term for the following term. All cancellation requests must be made in writing and submitted to the administration at admin@britishschoolgeneva.ch. To be considered valid, the cancellation request must reach the office at least 1 month before the end of the current term.
3. **Compliance with Cancellation Deadline:** Parents/guardians/students are responsible for ensuring that the written cancellation requests are submitted on time. Failure to comply with this condition will imply that the School will charge the individual in full for the ECA services for the following term.
4. **ECA Refund due to Illness:** In the event of an illness lasting more than two weeks, a refund for the unused portion of the ECA services can be considered on request. To be eligible for a refund, the student's parents/guardians must submit a formal request to the administration and provide a valid medical certificate verifying the student's illness and its duration.
5. **Refund Application Deadline:** Refund requests based on illness must be submitted during the week when the student has returned to class at the latest. Any requests received after this deadline may not be considered
6. **Refund Amount:** The refund amount will be calculated based on the number of remaining sessions or classes in the ECA program after the student's return to class. The School reserves the right to deduct any outstanding fees or charges from the refund amount before processing the refund.
7. **No Refunds for Short-term Illness:** Refunds will not be granted for short-term illnesses or absences lasting less than two weeks.
8. **ECA Schedule and Availability:** The availability of ECA programs and their schedules may vary from term to term. The School will make reasonable efforts to offer a diverse

range of activities and will communicate the available options to parents/guardians/students before each term.

9. **Participation and Conduct:** Students participating in ECA programs are expected to attend regularly and adhere to the rules and regulations set forth by the School and the respective ECA instructors. Misconduct or violation of rules may result in disciplinary action, including potential dismissal from the activity.
10. **Changes to ECA Programs:** The School reserves the right to make changes to the ECA programs, including but not limited to activity offerings, instructors, schedules, and fees. Notice of any significant changes will be communicated to parents/guardians/students in advance.
11. **Parental Consent:** By enrolling a student in any ECA program, parents/guardians grant permission for the student to participate in the activity and understand and agree to the terms and conditions outlined in this document.

By participating in the school's extra-curricular activities, parents/guardians/students agree to adhere to these terms and conditions. The School reserves the right to amend these terms and conditions as necessary and will provide reasonable notice to the school community in such instances.