



Le Châtelard

High School Annual Course 2023-2024

STUDENTS' PERSONAL ACCOUNTS

Dear Parents,

Our department is in charge of the students' personal accounts in Le Châtelard. You will find, herewith, several pieces of information that you should read and keep.

GENERAL INFORMATION ABOUT PERSONAL ACCOUNTS

The way to see your daughter's personal account on internet:

1. Enter www.ecolechatelard.ch
2. Click on "Parents"
3. Enter your email address
4. Enter your daughter's birth date (login) : YYYY-MM-DD

The way to do deposits on your daughter's personal account:

Receiving Bank Name	UBS SA, TP operations Center
Address of the bank	1820 Montreux / Switzerland
Beneficiary Name	Institut Le Châtelard
Account Number	249-G55034231
IBAN	CH26 0024 9249 G550 3423 1
Swift Address	UBSWCHZH80A
References	ID Number and Name of the Student

The way to contact the Accounting Department:

Anne-Frances Gaiani
Administrator

email: rh_adm@lechatelard.com

Jacqueline Tachet
Assistant to Anne-Frances Gaiani
Students' Personal Accounts

email: assist_adm@lechatelard.com

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GENERAL AND OPTIONAL EXPENSES DURING THE YEAR

The recommended amount to transfer on a High School's **personal account** is **CHF 6,745.00** (six thousand seven hundred and forty-five Swiss francs). This estimated amount will normally cover the general expenses.

According to your choices for your daughter, you will see in the second chart the possible regular expenses that she could have.

GENERAL EXPENSES	Amount in Swiss Francs	Remarks	Month Deducted
School material	265,00 CHF		September
Uniform	590,00 CHF		September
Pocket Money	4 000,00 CHF	The school gives approx. 100 CHF per week	Each month
Medical expenses	200,00 CHF	Medical follow-up	September
Swiss student permit	300,00 CHF	Entry authorization, biometrics and permit	September
IT Fees	250,00 CHF		September
Generation weekend 1	350,00 CHF		September
Human Formation courses	150,00 CHF		October/February
Pocket Money for Jerusalem	250,00 CHF		February
Generation weekend 2	350,00 CHF		May
Graduation Video and Year Book	40,00 CHF		May
TOTAL	<u>6 745,00 CHF</u>		



Other expenses will only be charged on your daughter's personal account if she takes part in the following activities or asks for the following services.

OTHER EXPENSES	Amount in Swiss Francs	Remarks	Month Deducted
SIM Card	60,00 CHF		September
Mobile phone monthly payment	600,00 CHF	60,00 CHF per month from September-June	60,00 CHF Each month
Pocket Money – October Trip	450,00 CHF		October
Trip to Paris (French contest)	1390,00 CHF		December
French Exams Fees 3 sessions	150,00 CHF	(1) DELF Official Exams	November
	300,00 CHF	(1) DELF Official Exams	March
	190,00 CHF	(1) DELF Official Exams	June
Mission to Lourdes	1 250,00 CHF		February
Pocket Money – Easter Trip	450,00 CHF		April
Honor trip & Pocket Money	1 250,00 CHF		April
Pocket Money to send suitcases home	350,00 CHF	Approx. CHF 350 per suitcase	April
	350,00 CHF		May
English Exams Fee	450,00 CHF	(1) Cambridge First Certificate in English	June
TOTAL	<u>7 240,00 CHF</u>		

Some other possible expenses not included in this chart are transportation to and from the airport (and eventual accompaniment); transportation to and from medical appointments; school shop; damage to school material; dentist and medical glasses (not covered by the insurance).

(1) If the student does not cover these payments, she will lose the right to sit the exams.



Le Châtelard

STUDENT'S PRIVATE ACCOUNTS

To prevent too much cash in student's hands, for example before and during excursions and trips, and under some conditions (please see "conditions" hereunder), we will open a private account for each of our students, at the Union de Banques Suisses (UBS) in Montreux.

1. The student will receive a Maestro Card and a Code which will allow her, and for free:

- ✓ To withdraw money in an ATM in Switzerland
- ✓ To pay in shops and restaurants in a lot of countries
- ✓ To see the balance of her private account on Internet

This card will allow her:

- ✓ To withdraw money in an ATM in other countries. Each direct debit will cost CHF 5.00.

This is not a credit card. So, it doesn't allow using more money than what is on the private account.

2. Pocket money

- ✓ Each week, or every two weeks, we will wire onto each student's private account their pocket money.
- ✓ As the students will need a minimum of cash, we propose to give them, each week CHF 20.00 in cash.
- ✓ At the end of the school year, the private account will be closed. In order not to have accounts with small amounts (which means that they can't be closed) the eventual balance will be wired to Le Châtelard UBS account. We will of course reimburse this amount to the student, when closing their personal accounts, at the end of the annual course.

3. Conditions

- ✓ For students over 15 years old and without relationship to the USA: we will be able to open a private account without any other documents than the copy of the passport.
- ✓ For the students with an American passport (even with another passport) or a green card we won't open a private account as the procedure is too long. Please note that if the student has only a residence in the USA but wasn't born in the USA and has no Green card, we will open a private account, as we only need a copy of her passport.

We remain at your entire disposal for any questions and look forward to meeting your daughter.

Best Regards,

Anne-Frances Gaiani

Jacqueline Tachet