



MIDDLE AND HIGH SCHOOL APPLICATION PROCEDURES

2024-2025 ACADEMIC YEAR

Opening Days:	High School Day Students	Sunday, August 25, 2024
	Boarding Students	Monday, August 26, 2024
	Middle School Day Students	Wednesday, August 28, 2024

For a full list of important dates, please visit www.tasis.ch/calendar

The Admissions Committee will consider applications when all of the following materials have been received:

- ☐ **Application**
All sections completed and signed.
- ☐ **Copy of Passport**
A copy of the student's passport page(s), indicating name, date of birth, and other vital information. The student's passport needs to be **valid for at least six months** after entering the School.
- ☐ **Passport-sized photograph**
Please upload a passport-style photograph or past school portrait of your child. If you don't have one, feel free to take one with your smartphone. Photos should be only of your child and against a neutral background (white or light color preferred).
- ☐ **Transcripts**
A certified digital transcript of the student's school records for the past three years. Parents should request a certified digital transcript to be emailed directly from the Office of the Registrar at their child's previous school(s) to admissions@tasis.ch. The transcript(s) should include the final grades for each year, the grading scale with specific details about the minimum passing grade, and an official English translation (if necessary). Please note that any transfer transcripts received by TASIS will not be returned to the student's family.
- ☐ **Teacher Recommendations**
Three teacher recommendations from the student's present school, preferably from the principal, head teacher, or counselor, and teachers of English and Math. Recommendation forms are included in the application packet.
 - ☐ General Teacher/Counselor/Principal
 - ☐ Math Teacher
 - ☐ English Teacher
- ☐ **English Proficiency Test (for non-native English speakers)**
The TASIS EAL Writing Proficiency Test, and the Cambridge English Proficiency Test (CEPT) or the TOEFL/TOEFL Jr/IELTS, if English is not the candidate's native language. Please contact the Admissions Office regarding the administration of these tests.
- ☐ **Standardized Tests**
Current standardized test results, if available.
- ☐ **International Baccalaureate Application**
The International Baccalaureate Supplementary Application must be completed by candidates applying to 11th grade who wish to pursue the IB. Please visit www.tasis.ch/ib for more information.
- ☐ **Application Fee**
A non-refundable application fee of CHF 300.

All admissions correspondence and documents should be sent to:

Director of Admissions
TASIS The American School in Switzerland
6926 Montagnola-Lugano, Switzerland
Email: admissions@tasis.ch

Candidates are notified promptly of the Committee's decision. Upon confirmation of acceptance, students will be sent more specific information pertaining to enrollment.



MIDDLE/HIGH SCHOOL TUITION FEES

2024-2025 ACADEMIC YEAR

TUITION

All-Inclusive Boarding Student Fees		CHF 100,500
All-Inclusive Day Student Fees	Grade 6	CHF 44,200
	Grades 7-8	CHF 49,000
	Grades 9-12 and PG	CHF 53,000

The above fee is all-inclusive and covers:

- Tuition and all costs necessary for School attendance
- English as an Additional Language (EAL) courses if applicable
- College Counseling
- Participation in Global Service Program excursions for Grade 11
- After-School Activities and Sports of general attendance
- Textbooks, laboratory fees, and all activities of general attendance
- Academic Travel
- Dormitory housing and meals (boarding students only; day students receive lunch)
- Laundry, linens, basic health and accident insurance (boarding students only)

Additional costs are incurred for specific individual activities that are not of general attendance. There is no reduction for any of the all-inclusive fees if a student does not partake in or use any of the above activities and services.

FEES

Application Fee	CHF 300
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This non-refundable application fee is payable at the time of application

Enrollment Deposit	CHF 3,000
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Following a student's acceptance, an enrollment deposit is required immediately to hold and confirm the student's place. This deposit will be held by the School until the September after the student's graduation, or three months after the last day of attendance. Any uncovered expenses accrued by the student will be deducted from this amount. If the deposit is depleted to less than half the original amount, an additional payment will be requested. This deposit is non-interest bearing, and non-refundable in the event the student decides not to attend the School, or withdraws during the course of the school year.

Campus Enhancement Fund	CHF 5,000
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In addition to the above fees, all new students are required to make this initial contribution toward ongoing facility improvement on the School campus. VAT is applied to the Campus Enhancement Fees for families domiciled in Switzerland at the time of enrollment.

Graduation Fee	CHF 350
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This charge is for Seniors only.

INSURANCE

Boarding Students

Swiss law dictates that TASIS must insure all boarding students for health and accidents while the student is residing on campus or is participating in a School-sponsored trip. This insurance coverage is included in the yearly fees. Please note that this should not replace any existing policy parents might be holding that covers their child for health and accidents, as TASIS insurance is only valid while the student is under the care of TASIS. Except during the Winter and Spring holidays, students are considered under TASIS care from the date of arrival until the date of departure.

Day Students

Individual family health and accident insurance is required by law for all residents of Switzerland.

PAYMENT INFORMATION

Seventy percent (70%) of tuition and room/board, the Campus Enhancement Fund, and all additional expenses in full are due on July 1, 2024. The balance is payable on November 15, 2024. For late acceptance (after July 1, or after November 15 for second semester placement), all fees must be paid no later than 14 days after the date of the invoice. Delay in payment can only be granted in consultation with the School and must be confirmed in writing upon receipt of the invoice. Otherwise, late payment will incur a one-time CHF 200 charge and an additional CHF 100 charge per month until payment is received. A student will not be permitted to attend classes unless all outstanding fees have been paid. Academic reports and records are not released until all financial obligations have been met.

Wire Transfer

The student's name must be shown on the wire transfer to avoid confusion.

Bank details

UBS SA, Piazzetta della Posta, 6901 Lugano, Switzerland

Account number

247.310488.01Y

Swift Code

UBSWCHZH80A

Credit Card

Please visit www.tasis.ch/admissionspayment

Cash Payments

Cash payments are accepted up to CHF 300.

Payments issued from Europe should quote the following

IBAN number: CH44 0024 7247 3104 8801 Y