

General Conditions

Association for Ecole & Quartier in Versoix (AEQV)

1- Calendar

- a. As a rule, there are 30 lessons in a year; the year is divided into three terms of 10 lessons each.
- b. There are no lessons on Geneva school holidays or public holidays.

2- Confirmation of registration

- a. Participants will receive confirmation of registration indicating location, classroom, and finalized schedule at least one week before the beginning of the course.
- b. Registration for a single term is possible, provided space is available. Priority is given to year-long registrants.
- c. Participants wishing to register for the subsequent term must notify the AEQV office. Payment is required before the term begins.
- d. Students must immediately inform the AEQV office of any change to registration information.

3- Costs

- a. Information about tuition and fees is available on the AEQV website (or on request from the AEQV office).
- b. Students, people under 18, the unemployed, and pensioners (AVS and AI) are eligible for discounts, except in the case of workshops. A copy of the unemployment, AVS or AI card must be provided upon registration.
- c. There is a surcharge of 20% on tuition for registration for a single term.
- d. Students considering enrolment may attend a lesson for CHF 20, which will be deducted from tuition should the student ultimately register.
- e. In the case of too few participants, Ecole et Quartier retains the right to cancel or alter the length of a course or to raise tuition.
- f. There is a surcharge of CHF 55 per year for students who live outside the municipalities contributing funds to AEQV.
- g. The following municipalities contribute funds to AEQV: Bellevue, Céligny, Collex-Bossy, Genthod, Grand-Saconnex, Mies, Pregny-Chambésy and Versoix. The municipalities of Founex and Tannay partially contribute funds to AEQV (reduced surcharge). The municipalities of Bogis-Bossey and Commugny fund only students under 18.

4- Payment

- a. Payment must be made to the CCP 12-8388-3 account within 10 days, using the payment slip ('bulletin de versement') attached to the registration confirmation.
- b. Upon request, payment for year-long courses can be made in three instalments: the first within 10 days, the second within 60 days, and the third within 90 days.

5- Withdrawal

Payment is due and will not be refunded in the case of withdrawal. Written requests for reimbursement (less an administrative fee of CHF 20) will be considered on a case-by-case basis.

6- Absence

Participants must inform the person in charge of the course or activity of any foreseeable absences.

7- "Livret de formation" (transcript)

For language and computer science courses, a "livret de formation" from the *Fédération Suisse pour l'Education des Adultes* (FSEA) is available upon request, provided the student has attended regularly.

8- Insurances

- a. AEQV's third party insurance only covers course activities indicated upon confirmation of registration, in addition to events announced and organised by AEQV.
- b. Nevertheless, each participant must have third-party and accident insurance.

9- Pandemics and other exceptional situations

In the event that courses are closed, by order of the cantonal or federal authorities:

Participants can request reimbursement of the amount of excess payment, on a pro rata basis, taking into consideration the closing date.

Given that there are increased costs for AEQV when courses are closed, participants who wish to do so, can support AEQV in the following way:

- a. Request partial reimbursement (in cash or in the form of a voucher), specifying the amount of the desired gesture for AEQV;
- b. Renounce reimbursement and donate the equivalent amount to AEQV.

10-Data Protection

In accordance with the Swiss Federal Act on Data Protection (FADP) and the General Data Protection Regulation (GDPR) :

- a. By registering for a course, an adult student (or legal representative of a minor student), gives consent, within the framework of the protection of the right to one's image and the protection of data, to the publication of photographs (or of those of his/her children), or of films representing him/her (or representing his/her children), for the needs of AEQV within the framework of the activities and/or events it offers (on social networks, its website, brochures and flyers, and posters). These private data will be processed in compliance with the principles of legality, in good faith, transparency, finality, data minimization and accuracy.
- b. The participants concerned (an adult student or a legal representative of a minor student) will have the right to access their data (including requesting copies) as well as requiring rectification or erasure (« the right to be forgotten »).
- c. Participants' names and addresses are sent to the municipalities in which they live, so that they can benefit from subsidies (see point 3f) subject to compliance with the abovementioned principles.

11-The place of jurisdiction is Versoix.

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