

Photo

Registration and contact form

Academic year 2019-2020 and Summer 2019

Reference:

Student information

Name and surname:

DOB :

Nationality:

School year:

Legal address:

City / Postcode:

Email:

Phone number:

Date and signature:

Legal guardian / Responsible for payment / Emergency contact

Name and Surname:

Address:

Email:

Phone number:

- I agree to pay the entirety of ArcMaths services. I agree to pay an interest rate of 5% per annum for any late payment (more than 60 days) as well as a 50CHF reminder fee.
- I acknowledge that I have read and understood ArcMaths General rules. Disputes shall be governed in accordance with the laws of Switzerland.

Date and signature:

Required documents:

- Photo (ID format)
- Photocopy of an ID document

Please fill in the above and return it to us via contact@arcmaths.ch or directly to our office.
We look forward to working with you!

Price list

Academic year 2019-2020 and Summer 2019

Single session

Session	People	Pricing
Private session	1	70.- for an hour
Duo session	2	55.- for an hour per student
Group session	3-4	45.- for an hour per student

Course program

30-hour pack	People	Pricing
Private session	1	1800.- i.e. 60.- per hour
Duo session	2	3000.- i.e. 50.- per hour per student
Group session	3-4	4200.- i.e. 35.- per hour per student

15-hour pack	People	Pricing
Private session	1	975.- i.e. 65.- per hour
Duo session	2	1575.- i.e. 52.50.- per hour per student
Group session	3-4	2250.- i.e. 37.50.- per hour per student

Exam preparation	People	Pricing
Group session	4	120.- for 4 hours per week per student (30.- per h)

Annual exams such as Gymnase entry or Maturity

Homework support	People	Pricing
Group session	5	40.- for 2 hours per student (20.- per h)

For primary and secondary school students (3e Harmos à 11e Harmos)

Travels (Sessions at home)

Travel distance*	Travel expenses
0 to 5 km	6.-
5 to 15 km	12.-
15 to 25 km	18.-
25 to 30 km	24.-

Discount:

Every additional person from the same family will be entitled to a 10% discount on the price of courses.

* Travelling distance from ArcMaths to the student's home or office

Service contract

Student, full name:

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15 to 25 km	18.- <input type="checkbox"/>
25 to 30 km	24.- <input type="checkbox"/>

Family discount 10%: yes no

Tutoring cost:

Travels: Number Billing

Total cost:

L. Guardian's signature and date:

Professor's signature and date:

Banking details:

IBAN: CH10 0025 5255 1189 5801 K

BIC/SWIFT: UBSWCHZH10A

Bank name: UBS Lausanne

Code of conduct

Academic year 2019-2020 et Summer 2019

1. Introduction

ArcMaths is a Swiss coaching and tutoring center, specialised in exam preparation in scientific subjects, from primary school up to higher education. Its main objective is to provide a supplementary education to improve or perfect each individuals' level, wherever their goals are academic or career-oriented.

2. Services

Our services include but are not limited to: private tutoring, intensive exam preparation, homework support and coaching. These services can be provided in our classrooms or at our student's homes.

Mathematics	Chemistry	Economy	HR Coaching
Physics	Information technology	Accounting	Academic projects

3. Registration and booking

For the first registration, the student or legal guardian must download the registration form and send it either to contact@arcmaths.ch or ArcMaths Sàrl | Place de la Gare 6 | 1860 Aigle

Upon registration, the student or legal guardian can choose any services, accumulate packs, solo or group sessions and mix the subjects set out under point 2, Services. Booking is made in advance depending on the tutor and student's availability. Each booking can be made by email, phone or SMS/WhatsApp.

4. Packs and duration

The validity of each pack is as follows:

- Every single hour of the pack is with the same tutor per subject
- The 15-hour pack is valid for 10 months from the first hour
- The 30-hour pack is valid for 10 months from the first hour
- After the time-limit, the hours left are void and not refundable

5. Responsibilities

The commutes between our classrooms and the Student's house is under the responsibility of the student. If the student is a minor, then the legal guardian is responsible.

In our classrooms ArcMaths will not be held accountable for any damages if the student does not respect our security rules.

6. Payment and discounts

- Every student (or legal guardian) agree to pay the entirety of ArcMaths services. Each invoice is due 30 days after invoicing day. The customer agrees to pay an interest rate of 5% per annum for any late payment (more than 60 days) as well as a 50CHF reminder fee.

- Our prices can be modified at any time and are updated in our downloadable list on www.arcmaths.ch
- Every additional person from the same family will be entitled to a 10% discount on the price of courses.

7. Absences, delays and cancellations

For any absence of the student indicated at least 24 hours in advance, the course is simply postponed or cancelled.

For any unforeseen or unreported student absence, ArcMaths reserves the right to invoice the course in the event of absence that is not a family or medical emergency.

For any absence of the professor indicated at least 24 hours in advance, the course is simply postponed or cancelled.

For any unforeseen or unreported professor absence, ArcMaths will either replace the professor or reimburse the course.

For any delay of the student longer than 15 minutes, the professor can choose to postpone the course.

For any delay of the professor longer than 15 minutes, the student can choose to postpone the course.

The teacher and the students can collectively decide to postpone or cancel a course for no particular reason. A written confirmation is sent following such a decision (via Email, SMS, WhatsApp).

8. Travelling (home tutoring)

Home tutoring must take place in a clam environment for quality teaching. Each travelling distance is calculated from ArcMaths' classrooms to the home of the student using the fastest itinerary in time. The increment for distances is 0.5km.

In most cases, no travelling should happen if the distance is above 30km.

9. In our classrooms

Our classrooms, furniture and school material are to be used with care. Any damages done will be invoiced to either the professor or the responsible student. Chairs are to be put under the tables by the students at the end of each lesson. Any garbage is to be thrown in the bins.

10. Prohibitions

It is forbidden inside our classrooms:

- To chew gum
- To smoke
- To use a mobile phone without authorisation
- To bring in any illegal object
- To bring any alcoholic beverages
- To eat

Exceptions can of course be granted by professors.

11. Material

The necessary material for a good progression of the student in scientific subjects (pens, pencils, paper, scientific calculator, ruler, protractor, academic agenda) will be brought by the student or borrowed during the tutoring lessons.

12. Hygiene, security and health

If the student is neglected or has any sorts of parasites, the professor can cancel a course and ask the family or tutor to take the necessary measures.