



## TERMS & CONDITIONS FOR ACTIVITIES

For extracurricular activities, the school year is divided in the following two semesters.

- **Semester 1:** From August 26th to 20th December 2024
- **Semester 2:** From 13th January to 20th June 2025

Enrollment in an activity for Semester 1 will automatically renew for Semester 2 unless you actively cancel your enrollment (see below).

### Enrolment

Please note that places will be allocated on a first-come, first-served basis, if demands exceed the number of places available, students will be placed on a waiting list. Some activities may require a minimum number of students; the Extracurricular Department reserves the right to cancel any activity if the minimum requirements are not met.

### STAGE 1: REVIEW THE ACTIVITIES ON OFFER

**From 17<sup>th</sup> July:** Please explore our [Extracurricular Activities brochure for 2024-2025](#) to find out about all the available activities.

Click on the respective sections to view the schedules:

- [Pre-school Schedule](#)
- [Primary Schedule](#)
- [Secondary Schedule](#)

### STAGE 2: REGISTRATIONS

Registrations will take place exclusively on the SchoolsBuddy platform, noting that this procedure is fully automated by SchoolsBuddy, which is outside our control, except for cancellations. It is the parents/guardian's responsibility to actively manage their cancellations by sending an email to Extracurricular (see below). It is important to note that enrollment requests made via email will not be accepted. Only cancellations should be communicated by email as outlined below.

### Important dates for Semester 1

- **On 7<sup>th</sup> August 2024** at 9:30 a.m., credentials are sent to new parents to login to the [SchoolsBuddy](#) portal.
- **On 8<sup>th</sup> August:** Opening of registrations from 13:00.
- Your submission through "request to join" has been recorded. The system will then proceed to validate or decline the request based on availability, on a first-come, first-served basis.
- **On 30<sup>th</sup> August:** Closing of registrations.
- **From 26<sup>th</sup> August to 06<sup>th</sup> September 2024:** Activity Change Period. During this time, you will have the opportunity to change activities subject to availability.



### Important dates for Semester 2

- **From 16<sup>th</sup> December 31<sup>st</sup> December 2024:** Cancellation Period: Cancellations must be submitted in writing via email to [extracurricular@cdl.ch](mailto:extracurricular@cdl.ch). Please note that if you do not cancel an activity, it will be considered as your preference to continue, resulting in automatic enrollment for Semester 2 for your child.
- **From 2<sup>nd</sup> to 12<sup>th</sup> January 2025:** Registration: You can submit a request for your child to join an activity through SchoolsBuddy.
- **From 13<sup>th</sup> January to 24<sup>th</sup> January 2025:** Activity Change Period. During this time, you will have the opportunity to change activities subject to availability.

### Number of lessons

The programme is divided into two semesters (see “Dates” above). Due to the different lengths of each semester, (semester one is shorter than semester two) different pricing will apply, please see the details on the schedules available. If any activity is missed due to the teacher’s unavailability, the course will be replaced by a substitute teacher or cancelled. In the event of cancellation, no refunds or costs adjustment will be made. Subscription to activities is for the semester; parents wishing to continue an activity for the whole academic year, do not need to renew their registration from one semester to the next.

As per our terms and conditions, every student is permitted to attend trial lessons, which are offered during the first two classes at the beginning of each semester. The Extracurricular Office remains flexible to accommodate trial arrangements outside this window for cases of a plausible nature, such as new student arrivals. Following the two trial lessons, families will have a notice period of 24 hours to withdraw from the subscribed activity. Beyond this period, the registration is confirmed, and the semester fee applies.

### Notice of cancellation

The Extracurricular department commits to delivering a minimum of 30 classes within the academic year. New registrations will be accepted, only during the time frames mentioned above in the “Dates” section. If you decide to cancel, for any other reason than a medical one including proof of medical condition/note, there will unfortunately be no refund offered. To cancel please email [extracurricular@cdl.ch](mailto:extracurricular@cdl.ch). In the event that a student is unable to attend an activity due to academic commitments, a school trip, or study leave, which impairs their attendance as per the schedule, their absence does not warrant any cost adjustment.

### Contact

For more information contact us at: [extracurricular@cdl.ch](mailto:extracurricular@cdl.ch).